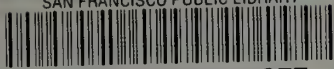


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**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Regular Meeting and Agenda

Thursday, January 3, 2002 at 5:30 PM
401 Van Ness Avenue, Room 334
San Francisco, CA

Members:

Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel,
Bob Planthold, Norman Rolfe, Linton Stables,
Dorris Vincent, Daniel Weaver, Tom Wetzel

Committees:

Service Design and Marketing

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent

Service Reliability and Quality

Joan Downey (Chair), Daniel Murphy,
Bruce Oka, Norman Rolfe

Maintenance and Engineering

Bob Planthold (Chair), Art Cimento, Nia Crowder,
Linton Stables, Tom Wetzel

Finance and Administration

Daniel Murphy (Chair), Sue Cauthen, Art Cimento,
Ellen Hayes, David Pilpel, Bob Planthold, Tom Wetzel

Safety, Training & Accessibility

Bruce Oka (Chair), Bob Planthold, Daniel Weaver

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-7313 Voice (415) 554-7606 Fax

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AGENDA

1. Call to Order/Roll Call 5:30
2. Review and adopt minutes of December 6, 2001 5:35
(ACTION ITEM) (Attachments)
3. Public Comment 5:40
4. Report of the Chair (ACTION ITEM) 5:45
5. Staff Report (Paul Czechowicz) 5:50
6. Presentations (DISCUSSION/ACTION ITEMS) 6:00
 - a. MVV (Mission, Vision, Values) process presented by Larry Williams, Deputy General Manager, HR, Labor Relations & EEO
 - b. Stations Operations presented by Alice Fialkin, Station Operations Superintendent
7. Review of outstanding CAC Information Requests (ACTION ITEM) 6:30
8. Council Members' questions and comments (ACTION ITEM) 6:50
9. Committee Reports: (ACTION ITEMS): 7:00
 - a. Service Design & Marketing
Next meeting January 22, 2002, 401 Van Ness, Rm. 334, 5:30 PM (rescheduled)
Pending items: Potrero Hill Service Changes, Digital Voice Announcement System, Proof of Payment Implementation Plan
Motions:
 - I. It is recommended that the Marketing function report to the Director of Community & Public Relations Instead of the Director of Capital Planning & Legislative Affairs.
 - II. It is recommended that weekday peak hour service be increased from every 30 minutes to every 20 minutes on the 53 Southern Heights.
 - a. Service Reliability and Quality
Next meeting January 28, 2002, 401 Van Ness, Rm. 334, 5:30 PM
Pending items: Bus cleaning standards, DPT practices, Service Standards Methodology, Van Ness Exclusive Lanes, Ridership Increases, 39 Coit routing.
 - b. Maintenance and Engineering
Next meeting January 17, 2002, 1145 Market, 5th floor, 3:30 PM
Pending items: Light Rail Fleet Management Plan
 - c. Finance and Administration
Next meeting January 8, 2002, 401 Van Ness, Rm. 334, 5:45 PM
Pending items: Budget document analysis and recommendations, FY01 Audit, Translink, Transit Impact Development fee (TIDF), FY2003 Budget,
 - d. Safety, Training and Accessibility
Next meeting January 10, 2002, 1145 Market, 5th floor, 3:00 PM
Pending items:
Motion:
 - I. It is recommended that the proposed K-Line outbound accessible stop at Lee Street be designed so that both ambulatory and wheelchair using passengers enter and exit the platform exclusively from the Lee Street crosswalk, and that this accessible stop extend no further towards Brighton Street than required to accommodate two streetcars.

10. Review Council tasks and agenda items. Next regular meeting February 7, 2002

7:20

Pending items: Fiscal Year 2002/03 Budget, Office Space, Facilities Tour

11. Adjournment

7:30

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**Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco**

MINUTES

Regular Meeting
Thursday, January 3, 2002
5:30 P.M.

401 Van Ness Avenue, Room 334
San Francisco, CA

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1. Mr. Stables called the meeting to order at 5:30 p.m.

Members Present: Sue Cauthen, Nia Crowder, Joan Downey, Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel, Bob Planthold, Norman Rolfe, Linton Stables, Dorris Vincent, Daniel Weaver, Tom Wetzel

Members Absent: Art Cimento

CAC Support Staff Present: Paul Czechowicz, Christine Butler

Other MTA Staff Present: Larry Williams, DGM, HR, Labor Relations & EEO.

2. The minutes from the regular meeting of December 6, 2001 were not adopted at this time. Item 6a #2 should be amended to read: "Walt Streeter, Deputy General Manager, Capital Planning & Legislative Affairs is involved with capital planning and grants, handles the Marketing Program, Legislation, real estate, looking for revenue from joint development". David Pilpel recommended putting off approving the minutes until the February meeting.
3. Public Comment: There was no public comment at this time.
4. Report of the Chair: Mr. Stables noted that he attended the MTA Board meeting on December 18, 2001 and presented the motions passed at the previous CAC Meeting (December 6, 2001).

Bob Planthold announced that he would be resigning from the Citizens Advisory Council to take a seat on the Ethics Commission. The Swearing In Ceremony is scheduled on January 28, 2002 at 5:00 PM at City Hall.

5. Staff Report: Paul Czechowicz noted that January 29, 2002 there will be a budget presentation at the MTA Board Meeting.

David Pilpel asked about the follow-up on New Year's Eve service. Paul Czechowicz commented that the central location was south of the Ferry Building. He noted that Market and Mission Streets re-opened earlier than expected. Additional service continued to 4:00 AM.

6. Presentations:

- a. Mission, Vision, Values (MVV) presented by Larry Williams, DGM. Mr. Williams gave a brief overview on the Co-Missioning Process. He explained that MVV is a process that Muni has been involved with for the past several months. The purpose is to create a constitution for Muni. MVV is a two-phase process. Phase I

– Crafting Process and Phase II – Living It. Mr. Williams advised that Muni would like the CAC's input. He handed out a Mission Statement Feedback Form to members for their input/comments. He noted that employees have already received these forms. All feedback will be given to the next committee, which will be focusing on a mission statement for Muni. The timeframe to return forms is January 10, 2002.

Joan Downey asked if MVV will conform once the Department of Parking & Traffic merges with Muni? Mr. Williams noted that Muni is the focus for this project.

Comments:

1. David Pilpel suggests "Vision" has more of a detailed comment.
2. Daniel Murphy suggested that Muni and DPT should share a common statement about MVV.

The CAC agreed that they would respond as individuals.

- b. Station Operations was deferred at this time.
7. Review of Outstanding CAC Information Requests
8. Council Members' questions and comments:
 - a. Daniel Murphy commented on the cost of the additional service on New Year's Eve.
 - b. Dorris Vincent - How is the impact on businesses along the 3rd Street Corridor going to be managed during construction of the 3rd Street Light Rail Project? (Ref. # 020103-0)
 - c. Sue Cauthen – What is the status of the bidding of the 3rd Street Light Rail Construction Contracts including the Metro East Facility and how do they compare with estimates? (Ref. # 020103-1)
 - d. David Pilpel – What authority Muni inspectors have to enforce DPT regulations and do they enforce them regularly? (Ref. # 020103-2)
 - e. David Pilpel – What has or can Muni do to get the safety fence on 19th Avenue between Eucalyptus and Stonestown repaired? (Ref. # 020103-3)
 - f. David Pilpel – Requests copies of the TWU Local 250-A MOU for the CAC. (Ref. # 020103-4)
 - g. Tom Wetzel – Would like an overview on Muni's plans for development of non-transit uses on Muni property. (Ref. # 020103-4)
 - h. Tom Wetzel – Does Muni have any plans to update demographic studies on its ridership? (Ref. # 020103-5)
 - i. Joan Downey – What does the "L" stand for on the non-revenue vehicle list?

Committee Assignments:

1. Nia Crowder – Chair, Maintenance and Engineering Committee, replacing Bob Planthold
2. Remove Art Cimento from Committee lists
3. Daniel Weaver – add to Maintenance and Engineering Committee
4. Sue Cauthen – add to Service Reliability and Quality Committee
5. Bruce Oka – add to Finance and Administration Committee

9. Committee Reports:

- a. Service Design & Marketing – met December 20, 2001 and recommended:

Motion: It is recommended that the Marketing function report to the Director of Community and Public Relations instead of the Director of Capital Planning & Legislative Affairs. This motion was passed unanimously by the full CAC.

The committee also discussed service on the 53 line and recommended increasing it during peak hours. During discussion, the pending Potrero Hill Service Plan was discussed and the motion was amended to read: **Motion: It is recommended that until a comprehensive Potrero Hill plan is implemented, peak hour service be increased from every 30 minutes to every 20 minutes on the 53 Southern Heights.** This motion was passed unanimously by the full CAC.

Next meeting: January 22, 2002, 401 Van Ness, Rm. 334, 5:30 p.m.

Pending items: Quarterly Review process, Status of South of Market, Digital Voice Announcement System, Proof of Payment (POP) Implementation Plan, Transit Preferential Streets (TPS) Program.

- b. Service Reliability & Quality – met December 13, 2001. Topics of discussion: Passenger Service Report (PSR) Process, reviewed agenda for 2002 meetings.

Next meeting: January 28, 2002, 401 Van Ness, Rm. 334, 5:30 p.m.

Pending items: Bus Cleaning standards, DPT practices, Service Standards Methodology

- c. Maintenance & Engineering – met December 20, 2001. Topics of discussion: Facilities Master Plan, Integrated Vehicle & Facility Maintenance and Materials Management System.

Next meeting: January 17, 2002, 1145 Market Street, 3:30 p.m.

Pending items: Light Rail Fleet Management Plan

- d. Finance & Administration – met December 11, 2001. Topics of discussion: Translink, Status of Budget document, MTA Budget Presentation Guidelines, Service Goals for FY2003, Transit Impact Development Fee (TIDF) Guidelines.

Next meeting: To be determined.

Pending items: Budget

- e. Safety, Training & Accessibility – met December 13, 2001. Topics of discussion: Facilities Master Plan, Maintenance Facility Component. Made recommendation for K-Line outbound accessible stop.

Motion: It is recommended that the proposed K-Line outbound accessible stop at Lee Street be designed so that both ambulatory and wheelchair using passengers enter and exit the platform exclusively from the Lee Street crosswalk, and that this accessible stop extend no further towards Brighton Street than required to accommodate two streetcars. This motion was passed unanimously by the full CAC.

Next meeting: January 10, 2002, 1145 Market Street, 3:00 p.m.

Pending items: Progress report on Evacuation Drill.

10. Review committee tasks and agenda items

- a. Next regular meeting: February 7, 2002: FY03 Budget
b. Other items pending: Office Space, Station Operations

11. Adjournment – 7:40 p.m.

Note: Documents distributed at this meeting:

- a. December 6, 2001 Draft Minutes
 - b. CAC Information Requests
 - c. Staff Report and Com**MUNI**cations Bulletin
 - d. Mission, Vision, Values (MVV) Co-Missioning Process
 - e. Mission Statement Feedback Form
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**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

"Cancelled"

Notice of Special Meeting and Agenda

To Consider Recommendations from the Finance and Administration Committee

Wednesday, January 30, 2002 at 7:45 PM

401 Van Ness Avenue, Room 334

San Francisco, CA

Members:

Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel,
Bob Planthold, Norman Rolfe, Linton Stables,
Dorris Vincent, Daniel Weaver, Tom Wetzel

Committees:

Service Design and Marketing

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent

Service Reliability and Quality

Joan Downey (Chair), Daniel Murphy,
Bruce Oka, Norman Rolfe

Maintenance and Engineering

Bob Planthold (Chair), Nia Crowder,
Linton Stables, Daniel Weaver, Tom Wetzel

Finance and Administration

Daniel Murphy (Chair), Sue Cauthen,
Ellen Hayes, David Pilpel, Bob Planthold, Tom Wetzel

Safety, Training & Accessibility

Bruce Oka (Chair), Bob Planthold, Daniel Weaver

The MTA CAC may be contacted as follows:

Citizens' Advisory Council

Municipal Transportation Agency

401 Van Ness Avenue, Suite 334

San Francisco, CA 94102-4524

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AGENDA

1. Call to Order/Roll Call 7:45
- /7/ 2. Public Comment 7:50
3. Recommendations from the Finance and Administration Committee (ACTION ITEM) 8:00
4. Public Comment 8:40
5. Adjournment 8:45

**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Cancellation of Special Meeting

Wednesday, January 30, 2002 at 7:45 PM
401 Van Ness Avenue, Room 334
San Francisco, CA

Members:

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Bob Planthold, Norman Rolfe, Linton Stables,
Dorris Vincent, Daniel Weaver, Tom Wetzel

Committees:

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David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent

Service Reliability and Quality

Joan Downey (Chair), Daniel Murphy,
Bruce Oka, Norman Rolfe

Maintenance and Engineering

Bob Planthold (Chair), Nia Crowder,
Linton Stables, Daniel Weaver, Tom Wetzel

Finance and Administration

Daniel Murphy (Chair), Sue Cauthen,
Ellen Hayes, David Pilpel, Bob Planthold, Tom Wetzel

Safety, Training & Accessibility

Bruce Oka (Chair), Bob Planthold, Daniel Weaver

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**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Regular Meeting and Agenda

Thursday, February 7, 2002 at 5:30 PM
401 Van Ness Avenue, Room 334
San Francisco, CA

Members:

Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel,
Bob Planthold, Norman Rolfe, Linton Stables,
Dorris Vincent, Daniel Weaver, Tom Wetzel

Committees:

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David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent

Service Reliability and Quality

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Maintenance and Engineering

Bob Planthold (Chair), Nia Crowder,
Linton Stables, Daniel Weaver, Tom Wetzel

Finance and Administration

Daniel Murphy (Chair), Sue Cauthen, Ellen Hayes,
Bruce Oka, David Pilpel, Bob Planthold, Tom Wetzel

Safety, Training & Accessibility

Bruce Oka (Chair), Bob Planthold, Daniel Weaver

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AGENDA

1. Call to Order/Roll Call 5:30
2. Review and adopt minutes of Dec. 6, 2001 & Jan. 3, 2002 (ACTION ITEM) (Attachments) 5:35
3. Public Comment 5:40
4. Report of the Chair (ACTION ITEM) 5:45
5. Staff Report (Paul Czechowicz) 5:50
6. Presentations (DISCUSSION/ACTION ITEMS) 6:00
 - a. FY2002/03 Budget presented by Gigi Harrington, DGM, Finance & Administration
7. Review of outstanding CAC Information Requests (ACTION ITEM) 6:30
8. Council Members' questions and comments (ACTION ITEM) 6:50
 - a. **Motion: It is recommended that the capital project to shore up the Eureka Portal to the Twin Peaks tunnel be programmed for an earlier date than is now planned. (David Pilpel)**
 - b. **Motion: It is recommended that the capital project to clean the ceilings of the Muni Metro stations at Powell Street and Montgomery be programmed for an earlier date than is now planned. In addition, ongoing efforts should be made to replace overhead lighting fixtures in Muni Metro stations when they fail. (David Pilpel)**
 - c. **Motion: It is recommended that the Operations Manual section and/or separate list of vehicles subject to reassignment in the event a shortage in revenue vehicles exists be updated and kept up-to-date on an ongoing basis. (David Pilpel)**
9. Committee Reports: (ACTION ITEMS): 7:00
 - a. Service Design & Marketing
Next meeting February 11, 2002, 401 Van Ness, Rm. 334, 5:30 PM (rescheduled)
Pending items: Website (Community & Public Relations), Data Collection (Schedules)
 - b. Service Reliability and Quality
Motion: It is recommended that exclusive transit lanes be established on Van Ness Avenue. In particular, the proposal to create Bus Rapid Transit (BRT) lanes in the center median should be supported by Muni staff and policymakers.
Next meeting February 25, 2002, 401 Van Ness, Rm. 334, 5:30 PM
Pending items: Service Standards, DPT Service Planning, POP Presentation, Station Operations
 - c. Maintenance and Engineering
Next meeting February 21, 2002, 1145 Market, 5th floor, 3:30 PM
Pending items:
 - d. Finance and Administration
Next meeting February 12, 2002, 401 Van Ness, Rm. 334, 5:45 PM
Pending items: FY01 Audit, Translink, Transit Impact Development Fee (TIDF), FY2003 Budget
 - e. Safety, Training and Accessibility
Next meeting February 14, 2002, 1145 Market, 5th floor, 3:00 PM
Pending items: Report on Evacuation Drill (11-18-01)
10. Review Council tasks and agenda items. Next regular meeting March 7, 2002 7:20
Pending items: Office Space, Station Operations, Facilities Tour
11. Adjournment 7:30

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**Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco**

MINUTES

Regular Meeting
Thursday, February 7, 2002
5:30 P.M.

401 Van Ness Avenue, Room 334
San Francisco, CA

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1. Mr. Stables called the meeting to order at 5:30 p.m.

Members Present: Sue Cauthen, Nia Crowder, Joan Downey, Ellen Hayes, Daniel Murphy, Bob Planthold, Norman Rolfe, Linton Stables, Daniel Weaver

Members Absent: Art Cimento, Bruce Oka, David Pilpel, Dorris Vincent, Tom Wetzel

CAC Support Staff Present: Paul Czechowicz, Christine Butler

Other MTA Staff Present: Gigi Harrington, DGM, Finance & Administration.

2. The minutes from the regular meeting of December 6, 2001 were adopted with an amendment of #8 (question from Ellen Hayes to Walter Streeter) to read: "How much of the Muni budget will be allocated for all streetscape improvements. The minutes from the regular meeting of January 3, 2002 were adopted with an addition to Item #8, I - Joan Downey would like to know what the "L" stands for on the non-vehicle revenue list?
3. Public Comment: There was no public comment at this time.
4. Report of the Chair: Mr. Stables noted that he attended the MTA Board meeting on February 5, 2002 but will present the motions passed by the CAC at the next Board meeting scheduled February 19, 2002.
5. Staff Report: Paul Czechowicz gave an overview of the February staff report which included the February 2002 Special Events Calendar, Calendar of Muni Awards and Special Events, Special Events and Construction and Muni Major Capital Projects at a Glance.
6. Presentations:
 - a. FY2002/2003 Budget presented by Gigi Harrington, DGM, Finance & Administration. Ms. Harrington gave an overview on the following:
 1. FY2003 Budget Process
 2. Crafting the FY2003 Budget
 3. FY2003 Budget Overview: Gap
 4. Summary of Expenditure Adjustments
 5. FY2003 Budget Overview: Closing the Gap
 6. Projected Decrease in Revenues from FY2002 to FY2003
 7. FY2003 Expenditure Adjustments
 8. Issues/Implications in FY2003 Budget
 9. FY2003 Timeline

Comments:

- Nia Crowder asked how much of the budget is allocated for Workers Compensation? \$18 million.
- Sue Cauthen asked if Muni had a reserve? Muni has only been independent for 1-1/2 years so there is no reserve fund at this time.

At this time Daniel Murphy passed out the Recommendations made at the Finance & Administration Committee meeting. Mr. Murphy went through each of the recommendations with the Council.

Public Comment was taken again at this time. (originally Item #3).

- Clare Caldwell, Local 250-A commented on Item #10 of the Recommendations. MIF is the only training program that operators have. She feels that operators could do a better job if this program stays in existence. Please do not bother MIF.
- Weston Hatch, Local 250-A commented on Item #4 of the Recommendations. Mr. Hatch feels that it would be a safety issue to have drivers working the Owl Bus line (#90) to perform during peak hours because fatigue is a factor. It is difficult for a driver to function if they are tired.
- Edward Mason, Rescue Muni commented that \$60,000 was provided to the Mayor's Office for allocation of state funds. Mr. Mason noted that Santa Clara County has a Professional Warranty Administration. He also noted regarding revenue that Muni should have an agreement with employers where they have a pass for employees providing an income stream that is consistent. Muni should consider an annual pass to reduce cost of generating a monthly pass.
- Maggie Hallahan – SF resident. Ms. Hallahan resides at Fillmore/Jackson. She commented that the sound on the new fleet is loud from the turn signals and can be heard throughout her apartment, even when the windows are shut. This item was referred to the Engineering & Maintenance Committee.

Council members reviewed the following Finance and Administration Committee's recommendations:

- (1) All efforts should be made to collect existing revenue streams in an aggressive and timely fashion, i.e., passenger fares (including POP), intergovernmental revenues, and parking revenues.
- (2) Because Muni service has been negatively affected by shortfalls in operating budget, maintenance costs. Such a shift in funding strategy should be pursued permanently, if possible, to the understood detriment of other capital priorities.
- (3) Office space should be reviewed and substantial efforts made to maximize use of owned space and reduce use of leased or rented space. In particular, office space at Presidio and Green Division should be refurbished and staff reassigned there from leased space elsewhere.

- (4) Owl buses should pull out between midnight and 2:00am and pull in after the am peak to ensure that all runs work at peak (and reduce platform costs) with due consideration for operator safety.
- (5) Two-car trains should be replaced by one-car trains on all lines after 9:00pm to reduce car miles and associated maintenance cost.
- (6) Muni should consider operator and non-operator job combination to reduce overtime.
- (7) The City Treasurer should pursue more aggressive collection of parking taxes.
- (8) Muni should renegotiate the inter-operator fare agreement with BART to restructure and reduce cost to Muni of Fast Pass use on BART, and attempt to include discount Fast Passes in the agreement.
- (9) Subway service hours should be shifted so that the first train enters West Portal at 5:00am weekdays, 6:00am Saturdays, and 8:00am Sundays and holidays, and the last train leaves West Portal at 1:00am everyday. Last train should be posted at every booth at every station. Stations should remain open until the last train departs.
- (10) Funding for the Municipal Railway Improvement Fund (MIF) should be reduced further from the \$600.00 proposed.
- (11) Funding for Our Community Phase III print and television marketing (\$130,000) and Our Community Artists, Charities, and Bus Murals (\$70,000) should be postponed.
- (12) Muni should seriously consider establishing an operating fund reserve including not less than \$5 million and ideally \$10 million, and ultimately 5% of the operating budget, in order to cushion against downturns in the economy.
- (13) The MTA budget document should be more descriptive programmatically, and with regard to position changes and non-salary changes at the object level.
- (14) The MTA CAC Finance & Administration Committee should be consulted early in the budget process, with presentations on a regular basis, on changes in organization and expenditure priorities, and that suggestions relative to expenditure priorities should be solicited sooner.

Council members made changes to Items 2, 4, 6 and 11 of the recommendations. The Council voted on the recommendations with modifications. The vote passed unanimously. Mr. Stables will present the recommendations at the upcoming

Board Meeting scheduled February 19, 2002. Following are the recommendations that as amended:

Recommendation #2 – Because Muni service has been negatively affected by shortfalls in operating budget to the maximum extent feasible, capital or flexible grant funds should be sought for eligible maintenance costs. Such a shift in funding strategy should be pursued permanently, if possible, to the understood detriment of other capital priorities.

Recommendation #4 – Owl buses should pull out between midnight and 2:00 a.m. and pull in after the a.m. peak to ensure that all runs work a peak (and reduce platform costs) with due consideration for operator safety issues.

~~Recommendation #6 – Muni should consider non-operator job combinations to reduce overtime.~~

Recommendation #11 – Funding for Our Community Phase III print and television marketing (\$130,000) and Our Community Artists, Charities, and Bus Murals (\$70,000) should be postponed.

Bob Planthold moved to: Support staff plans for budget cuts and revenue enhancements. PASSED 7-1.

7. Review of Outstanding CAC Information Requests – due to lack of time, the Council will review the CAC Information Requests at the next regular meeting.
8. Council Members' questions and comments – Bob Planthold suggested referring Item 8 A,B,C to the appropriate committee.

Bob Planthold amended his motion to refer Item 8, A & C to the appropriate committee and Item 8-B should be discussed at the March CAC Meeting.

9. Committee Reports:

- a. Service Design & Marketing – no report. David Pilpel, Chair of this committee was not present at this time.
Next meeting: February 18, 2002, (legal holiday, will be rescheduled)) 401 Van Ness, Rm. 334, 5:30 p.m.
Pending items: Website (Community & Public Relations), Data Collection (Schedules).
- b. Service Reliability & Quality – met January 28, 2002. Topics of discussion: Service Standards, Service & signage to Bus line #39, report for PSR Task Force
Next meeting: February 25, 2002, 401 Van Ness, Rm. 334, 5:30 p.m.
Pending items: DPT/Service Planning, POP Presentation, Station Operations, Bus Cleaning, Muni Inspectors
- c. Maintenance & Engineering – met January 17, 2002. Topics of discussion: Facilities Strategy (Operations, Maintenance, Administration), Joint Development Strategy.
Next meeting: February 27, 2002(rescheduled), 1145 Market St, Rm. 5A, 3:30 p.m.
Pending items: Light Rail Fleet Management Plan, Eureka Re-shoring Plan & Timetable
- d. Finance & Administration – met February 4, 2002 (Special Meeting). Topics of discussion: FY2003 Budget, Review and update committee calendar, Schedule of upcoming meetings

Next meeting: March 12, 2002, 401 Van Ness, Rm. 334, 5:45 p.m.

Pending items: FY02 progress (six month report), Fiscal controls, FY01 Audit, MTA Budget Presentation Guidelines

- e. Safety, Training & Accessibility – no meeting held in the months of January and February 2002.

Next meeting: To be determined

Pending items: Progress report on Evacuation Drill (11-18-01)

10. Review committee tasks and agenda items

- a. Next regular meeting: April 4, 2002: Facilities Tour, DPT/Muni Merger, Employee Incentive Awards

11. Adjournment – 7:35 p.m.

Note: Documents distributed at this meeting:

- December 6, 2001 & January 3, 2002 Draft Minutes
- Municipal Railway Operating Budget FY2003
- CAC Information Requests
- CAC Response(s) - Reference number(s): 011206-2, 011206-3, 020103-5
- Staff Report including:
 - February 2002 Special Events Calendar, Calendar of Muni Awards & Special Events, Special Events and Construction, Muni Major Capital Projects at a Glance

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**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Regular Meeting and Agenda

Thursday, March 7, 2002 at 5:30 PM
401 Van Ness Avenue, Room 334
San Francisco, CA

Members:

Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Daniel Murphy, Bruce Oka,
David Pilpel, Norman Rolfe, Linton Stables,
Dorris Vincent, Daniel Weaver, Tom Wetzel

Committees:

Service Design and Marketing

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent

Service Reliability and Quality

Joan Downey (Chair), Sue Cauthen,
Daniel Murphy, Bruce Oka, Norman Rolfe

Maintenance and Engineering

Nia Crowder (Chair), Linton Stables,
Daniel Weaver, Tom Wetzel

Finance and Administration

Daniel Murphy (Chair), Sue Cauthen, Ellen Hayes,
David Pilpel, Bruce Oka, Tom Wetzel

Safety, Training & Accessibility

Bruce Oka (Chair), Daniel Weaver

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-7313 Voice (415) 554-7606 Fax

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AGENDA

1. Call to Order/Roll Call 5:30
2. Review and adopt minutes of February 7, 2002 5:35
(ACTION ITEM) (Attachments)
3. Public Comment 5:40
4. Report of the Chair (ACTION ITEM) 5:45
5. Staff Report (Paul Czechowicz) 5:50
6. Presentations (DISCUSSION/ACTION ITEMS) 6:00
 - a. Office Space presented by Kerstin Magary, Project Manager, Capital Planning and Legislative Affairs
7. Review of outstanding CAC Information Requests (ACTION ITEM) 6:30
8. Council Members' questions and comments (ACTION ITEM) 6:50
 - a. **Motion:** It is recommended that the capital project to clean the ceilings of the Muni Metro stations at Powell Street and Montgomery be programmed for an earlier date than is now planned. In addition, ongoing efforts should be made to replace overhead lighting fixtures in Muni Metro stations when they fail. (David Pilpel)
9. Committee Reports: (ACTION ITEMS): 7:00
 - a. Service Design & Marketing
Next meeting March 18, 2002, 401 Van Ness, Rm. 334, 5:30 PM
Pending items:
 - b. Service Reliability and Quality
Next meeting March 25, 2002, 401 Van Ness, Rm. 334, 5:30 PM
Pending items: Bus cleaning standards, DPT practices, Service Standards Methodology, Van Ness Exclusive Lanes, Ridership Increases, 39 Coit routing.
 - c. Maintenance and Engineering
Next meeting March 21, 2002, 1145 Market, 5th floor, 3:30 PM
Pending items: Light Rail Fleet Management Plan
The following motion was recommended for consideration at the January 2002 Meeting
Motion: Muni should pursue the consolidation of as many of its administrative functions as possible in a single centralized location in conjunction with a new central control facility.
The following motion was recommended for consideration at the February 2002 Meeting
Motion: Muni should study and determine the need for the Eureka Portals, holding public hearings in the Eureka Valley neighborhood in the process. If it is determined that the portals are needed, Muni should then engage the neighborhood in public hearings on how to replace and/or improve the portals.
 - d. Finance and Administration
Next meeting March 12, 2002, 401 Van Ness, Rm. 334, 5:45 PM
Pending items: Budget document analysis and recommendations, FY01 Audit, Translink, Transit Impact Development fee (TIDF), FY2003 Budget,
 - e. Safety, Training and Accessibility
Next meeting March 14, 2002, 1145 Market, 5th floor, 3:00 PM
Pending items:

10. Review Council tasks and agenda items. Next regular meeting April 4, 2002
Pending items: Facilities Tour, DPT Muni Merger, Employee Incentive Awards

7:20

11. Adjournment

7:30

Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco
MINUTES

Regular Meeting
Thursday, March 7, 2002
5:30 P.M.

401 Van Ness Avenue, Room 334
San Francisco, CA

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1. Linton Stables, Chair, called the meeting to order at 5:30 p.m.

Members Present: Sue Cauthen, Nia Crowder, Joan Downey, Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel, Norman Rolfe, Linton Stables, Dorris Vincent, Daniel Weaver, Tom Wetzel

Members Absent: Art Cimento

CAC Support Staff Present: Paul Czechowicz, Staff Advisor
Christine Butler, Secretary

Other MTA Staff Present: Kerstin Magary, Project Manager, Capital Planning & Legislative Affairs
Jim Nelson, Capital Planning & Legislative Affairs

2. The minutes from the regular meeting of February 7, 2002 were adopted with the following amendments:
- a. Finance and Administration Committee budget recommendations to be incorporated into the minutes.
 - b. Finance and Administration Committee budget recommendation (6) amended to read: Muni should consider **operator and** non-operator job combinations to reduce overtime.
 - c. Municipal Transportation Agency Citizens' Advisory Council Minutes of December 6, 2001 amended to read:
 - Ms. Hayes to Walter Streeter - How much of the Muni budget will be allocated for all streetscape **improvements**?
3. Public Comment: Mr. Paul Switzer (Former Chairman and current member of the Telegraph Hill Dwellers Park and Transportation Committee) expressed that the CAC consider addressing the issue of improvements in the 39 Coit bus service, specifically routing and scheduling. By improving the reliability and function of the 39 Coit bus service, a more attractive mode of travel would be available to tourist desiring to visit Coit Tower, which would greatly contributing to the reduction of automobile traffic on Telegraph Hill. Mr. Switzer stated that his organization has had a great interest in the 39 Coit bus route because of its serves both the Telegraph Hill residences and its importance to Coit Tower tourism. Mr. Switzer acknowledged the CAC's intervention in addressing changes to the 39 Coit bus route and improved signage in the area has had an impact on automobile traffic.
4. However, the long-term goal of the Telegraph Hill Dwellers Park and Transportation Committee and the residents of Telegraph Hill is to reduction automobile traffic to Coit Tower has not been achieved. Mr. Switzer referenced a letter written by council member Sue Cauthen that recommends Muni and the Department of Parking and Traffic collaborate and devise a plan to provide improved 39 Coit bus service.

Minutes of March 7, 2002

5. Report of the Chair:

- a. Mr. Stables welcomed Bruce Oka back and welcomed Vincent Dunlap, CAC Secretary beginning April 2002.
- b. Chair stated Finance and Administration Committee budget recommendations were sent to the MTA Board on February 19, 2002. The Board adopted the budget with modifications; however, none of the modifications were particularly patterned after the CAC recommendations.
- c. Protocol concerns when meeting with Muni staff, and as previously discussed by the committee, had been brought to the Chair's attention. Chair expressed guidelines in developing the integrity of the council and improving relations with Muni employees and the public as a whole.

d. Questions and Comments on Report of Chair:

- (1) David Pilpel asked, if the Chair had received written responses from the MTA Board regarding all other CAC recommendations forwarded to the MTA Board.

Chair responded that no other written responses have been received other than those passed out to council members. Paul Czechowicz added, he has received written response to three CAC recommendations that had been forwarded to the MTA Board, however, portions are missing. He is awaiting receipt of response portion addressing the discipline issues contained in the PSR recommendation, he is rewording a portion of the response to the Cable Car recommendation, and the response regarding the budget recommendation is forthcoming from Michael Burns (General Manager). The Chair stated that the General Manager would be responding on behalf of the MTA Board since previous correspondence had been addressed to Michael Burns.

- (2) Mr. Pilpel asked, is there any comment as to the status of other CAC recommendations on various issues in which no acknowledgement or written response has been received.

The Chair replied that he has requested of Mr. Czechowicz to review all recommendation and try to obtain written responses as soon as possible. Mr. Czechowicz added, that he has retracted all of the recommendations and is currently circulating recommendations for response.

- (3) Mr. Pilpel requested that a report be given at the April meeting regarding the status of other CAC recommendations on various issues in which no acknowledgement or written response has been received.

Mr. Czechowicz replied he would provide a report regarding the status of other CAC recommendations on various issues in which no acknowledgement or written response has been received at the report at the April meeting.

- (4) Joan Downey commented that there had been published in the paper the appointment of a new Commissioner.

The Chair identified the newly appointed commissioner by name (Commissioner McCray) and suggested that the commissioner be invited to attend one of the CAC meetings.

6. Staff Report:

- a. Mr. Czechowicz gave an overview of the March Staff Report contents which included the ComMUNiCations Newsletter, Calendar of Muni Awards, March 2002 Special Events Calendar, Service Standards (2nd quarter, FY2001/02), and the Notice on Weekend Construction.
- b. Mr. Czechowicz stated, that all forty (40) of the coaches sent to the Olympics have been returned. ~~Muni is preparing the buses for return to service and is compiling service cost data before submitting bill to the Olympic Committee.~~ Cost estimates will be available by the next council meeting and will be distributed with the package.
- c. Service Standards were distributed with the packages and employee awards were paid based on those service standards for the second quarter.
- d. The MTA Board will discuss at their next meeting March 19th, a change in transfer policy. Based on the CAC desire to review the change prior to MTA Board consideration. Per discussion with Gigi Harrington (Deputy General Manager, Finance and Administration), the proposed change in transfer policy will be provided first to the CAC before MTA Board vote. Mr. Czechowicz added, that we are working with the General Manager's staff to develop a policy that all items to the MTA Board be at least reviewed for interest by the CAC.
- e. An introduction of the new CAC Secretary, Vincent Dunlap, was made noting that he will provide administrative support to CAC committees.
- f. Question and Comments regarding the Staff Report:

(1) Norman Rolfe:

- (a) In looking over the Special Events Calendar, regarding the note about Union between Stockton and Columbus being closed on Saturday the 30th and Sunday evening the 31st, why is there a MC 45 substitute for Sunday and not an ETI 45 as indicated for Saturday?

Mr. Czechowicz responded that reason for using the ETIs is because they have the auxiliary (battery pack). So, if the reroute distance is too great the ETIs cannot be used.

- (b) Why not install a curve from Columbus into westbound Union that would alleviate the need to rely on battery packs or diesel substitutions for a one or two block digression?

Mr. Czechowicz stated he would have to research the question and provide a response at a later date.

- (c) Every time there is a Giants game the Special Events Calendar reflects "Green 10". Does "Green 10" reflect extra equipment (cars) and if so, do the Giants incur any additional charges for the service?

Mr. Czechowicz replied, that "Green 10" represents 10 extra trains scheduled from Green Division. As part of the agreement when the ballpark was constructed, Muni would provide service to the ballpark. Mr. Pilpel advised, as part of the budget process, that the 10 car or train demand for ballpark events have been reduced from 14 since last year. Ballpark service is being provided with detail runs, not overtime runs. ~~So, the cost to provide service to PacBell Park has been minimized. Comparatively, the cost to provide service to Candlestick was much more costly.~~

- (2) Ms. Crowder provided comment, at the Muni Stakeholder's meeting the CAC had a very strong representation.
- (3) Mr. Pilpel thanked Mr. Czechowicz on the Olympics Report. Mr. Pilpel stated he looked forward to hearing more detail including Maintenance's experience with the vehicles and a summary of what happen while the buses were in service in Utah.
- (4) Mr. Pilpel advised the change to the transfer policy would be discussed at the Service, Design & Marketing Committee on March 18, 2002. Mr. Pilpel commented that the transfer policy change, as represented to him, is intended to eliminate the transfer stub. Under current policy, the entire transfer is suppose to be lifted by the operator, the stub removed, and the rest of the transfer returned. On the second use, the entire transfer is to be surrendered and the passenger is left with no fair receipt. The problem is that the current policy does not allow for an implementation of proof of payment on other than Metro lines. There is also a complicated procedure where Metro transfers are to be surrendered to the operator and exchanged for a paper transfer. The transfer policy change is intended to better align the transfer policy with current practice and provide for the ability to implement proof of payment. However, in his opinion, other enforcement and policy questions arise, which could constitute to some degree a fair change. For these reasons, CAC review of the transfer policy change was requested.
- (5) Mr. Oka expressed his reservations as to the feasibility of the changes to the transfer policy unless there is a transition period.
- (6) The Chair advised that further discussion on changes to the transfer policy will be deferred to Service, Design & Marketing Committee.

6. Presentations

- a. Office Space Presentation:

- (1) Ms. Magary (Project Manager, Capital Planning & Legislative Affairs) began presentation with introduction of herself and Jim Nelson (Planner, Capital Planning - Real Estate). Presentation addressed proposed Muni - Department of Parking & Traffic Headquarters Building. Ms. Magary noted that Muni has been working with the Department of Parking & Traffic and the Department of Real Estate reviewing overall needs once the two departments merge. Per the Department of Real Estate and the Mayor's Office, constraints have been imposed limiting possible sites for proposed building since the headquarters must remain within the Civic Center area.
 - (2) Mr. Nelson (Capital Planning & Legislative Affairs) gave an overview on office space locations, square footage, lease- rates, annual cost, and lease expiration dates.
-

b. Office Space Presentation Questions and Comments:

- (1) Dorris Vincent: Are you proposing to combine these sites that are represented?

Ms. Magary response: We're proposing to find new sites and build or buy a building that already exists. Using revenue (money) already in the operating budget to purchase that building over time. We're basically looking at the current lease budget money, as much as possible. Mr. Nelson noted, We don't have figures for DPT, but if you look at the annual cost to Muni, it's 3.5 million dollars a year rent.

- (2) Mr. Rolfe: Are there any specific locations under consideration?

Ms. Magary response: Civic Center. Mr. Nelson added, the problem with Civic Center right now, is the vacancy rate is much, much lower than it is elsewhere in the city. Ms. Magary added, there are differences in the overall quoted vacancy rate percentage in the Civic Center area. Currently, the Department for Real Estate for the city does not think they can locate space for Muni and DPT, to the degree that is needed, anywhere in Civic Center other than where we currently are right now. So, to replace that space is almost impossible, because there is not that much available in Civic Center because of demand for space for the entire city.

- (3) Mr. Rolfe: What is the status of the former State Building (524 Golden Gate), which I understand the city has condemned because of earthquake damage. Will it be available to Muni or to other city departments?

Ms. Magary response: What we have understood to date, the Public Utilities Commission has the first choice for that building, depending on the Department of Real Estate and the Mayor's Office to make a determination. That is one of the sites we have considered. Mr. Nelson commented that there are other city agencies requiring more office space, i.e., the court building, the city's Law Library. By the time you subtract those out of the planned size of the building, it does not come close to the 180,000 square feet needed for the combined Muni-DPT headquarters building.

Ms. Magary response: This is one of the sites the city is looking at for overall fulfilling of the city office space needs, but Muni has been told that this is not a site being considered for Muni, at this point.

(4) Mr. Pilpel:

- (a) Why do you assume growth rate for space when we are actually in the process of reducing staff for the current year?

Ms. Magary response: The 10% growth factor accounts for the Central Subway Project staffing needs. This project involves a number of engineers, and projects that are contained in the short-range transit plan, all of which require a significant planning and engineering staff.

- (b) Other than the long-term plan about a Central Office Building, are there efforts, which can or have been made to minimize our use of leased space? Specifically, taking more advantage of other existing facilities, i.e., Presidio, Green, and eastside facilities in terms of office space, instead of more expensive Market Street real estate?

Ms. Magary response: Basically Muni is always looking at how to save money and how increase ridership. And so, yes we have leased facilities, not only these, but also warehouse leased facilities. We are looking at warehouse opportunities at Hunter's Point Shipyard. Muni has been leasing a privately owned warehouse, Pier 72, for fifteen years which stores over 45M dollars in needed spare parts. As well as, the need for storage of these spare parts, historical vehicles (streetcars), and other large items that need be in a warehouse as opposed to being kept in storerooms are being considered in the review of warehouse leased facilities.

- (c) Mr. Pilpel expressed his concern that certain administrative services would move from Presidio to leased spaced on Market Street instead of continue occupancy at the Presidio facility where there is no cost for leasing office space. Remaining divisions at Presidio would expanding into the available office space which appear to be contrary to the goal of minimizing the use of leased space.

Mr. Nelson stated that Service Planning space would be incorporated into the Scheduling Department as a result of the department's expansion. The Community Affairs space is currently occupied by Safety and Training, and with the growth and increased role of the MIS group, with the exception of the old payroll space, most of the Presidio facility is occupied.

Kristin Magary suggested Mr. Pilpel arrange through the Chair and make an appointment with Mr. Nelson to setup a tour of the Presidio facility.

- (5) Ms. Downey commented on considering 1 South Van Ness as a possible site.

- (6) Tom Wetzel: Have you considered the defunct school in back of the board of education that is a surplus school district site?

A discussion of regarding two possible available school district properties, i.e., the Administrative Headquarters on Van Ness and the old school at 170 Fell took place. Ms. Magary suggested that an inquiry request could be submitted by the Project Manager, Capital Planning & Legislative Affairs to the School District through the Department of Real Estate regarding the status of these two buildings.

- (7) Daniel Murphy:

- (a) I've noticed the large disparity in lease rate quote. Assuming that the plans for a headquarters building has not been reached, when the lease expires in less than two years for 1145 Market, are you looking at possible alternative lease sites that would charge less than \$53.00 per square foot per year.

Mr. Nelson response: We had the unfortunate situation of signing that lease very early at the peak of the market. Yes, we would consider the agreement, however, the problem we spent a half of million dollars on tenant improvements just on the third floor.

Ms. Magary added, the Department of Real Estate negotiated the lease on behalf of Muni. Lease option review will have to occur well before extending agreement.

- (b) On the possibility of the Central Office Building, how firm is the mandate that it be located in Civic Center?

Ms. Magary response: So far it's very firm and has been explored for about two years.

- (c) And that mandate comes from the Mayor?

Ms. Magary response: Yes it does.

- (8) Ms. Vincent – I heard you mention Shipyard. Am I to understand that you have vehicles and parts on the shipyard at this point?

Ms. Magary response: No we don't. Pier 72 and 400 Cesar Chavez is leased warehouses sites. There is a Maintenance Unit Facility by the warehouse at 400 Cesar Chavez, plus 1399 Marin. 1399 Marin is being used for a variety of purposes including a road call division, a reserve fleet and will be used in the future for employee parking and other vehicle parking for Islas Creek construction. The parking requirement for 1399 Marin is required in the environmental document that concerns Islas Creek construction and Muni must keep renewing that lease report. What we are looking at is longer term, where is a warehouse perhaps available for Muni to purchase using the money currently in the operating budget. Hunter's Point is one area that we are looking at from the Shipyard. The building is currently under the jurisdiction of the Navy and is in the process of being

Minutes of March 7, 2002

transferred to the city Redevelopment Agency and the developer Lamar. So, a warehouse is another facility needed in the long-term, along with a training center and revenue center.

(9) Mr. Pilpel:

- (a) The SRTP references a facility plan as one of the items that drive the SRTP, I suggest that there is a stand-alone plan to that effect, is there in fact such a plan?

Mr. Nelson response: Not in the last few years, No. The extent to which a facility plan exists is embodied in the report, there is no stand-alone plan. ~~Most of the facilities plan is in the report.~~

- (b) Is there an intention to update a stand-alone facility plan that would discuss and address all the things that we've talked about and more?

Ms. Magary response: Most of what you have talked about and more is already built into the Capital Plan or Operating Budget.

- (10) Ms. Crowder commented: Several months ago during the Maintenance and Engineering discussion, it was suggested that we look at another facilities management plan. In that discussions regarding light rail vehicle management superseded, the Maintenance and Engineering Committee's inquire to attain a copy of a stand-alone facilities plan.

- (11) Mr. Pilpel commented: The issue of attaining a copy of a stand-alone facilities plan should be referred back to the Maintenance and Engineering Committee. The stand-alone facilities plan should discusses issues regarding warehouse, parts storage, historical vehicles, and incorporates the functional analysis that's ongoing or that has been completed relating to metro east. Parts storage issues, although equally important, are to be kept separate from office space issues.

Ms. Magary response: In terms of the facilities, either owned, in the process of being funded or in the process of being considered for construction, such as the headquarters, actually most of the programs we've talked about are discussed on page 154 or in the Planning Budget on page 88.

At this time Mr. Stables put forth the first motion under Item 9c:

Motion: Muni should pursue the consolidating of as many of its administrative functions as possible in a single centralized location in conjunction with a new central control facility.

Comments regarding Motion:

Mr. Pilpel – Has concern about the new central control facility. Does not feel that we should relocate Central Control due to the substantial cost involved. Mr. Pilpel moved to delete the language "in conjunction with the new Central Control Facility".

It was voted to amend the motion to read:

1st Amendment to Motion: Muni should pursue the consolidation of as many of its administrative functions as possible in a single centralized location.

Comments regarding motion:

Daniel Weaver asked why Central Control was added to the amendment?

Mr. Stables commented that it seemed to make sense to consolidate all of the information gathered and the use of that information in one location.

Mr. Stables stated that Bob Planthold's idea was to have Muni and Department of Parking and Traffic, and Central Control Facility together.

Mr. Murphy suggested inserting the word "possibly" between "centralized location and in conjunction" so the motion would now read:

2nd Amendment to Motion: Muni should pursue the consolidation of as many of its administrative functions as possible in a single centralized location possibly in conjunction with a new central control facility.

At this time the Council voted on the 2nd Amendment to Motion to add the word "possibly" to the first amendment.

Vote to add the word "possibly":

Motion failed: 6-5

At this time the Council voted on the 1st Amendment to the Motion:

Vote to delete "in conjunction with a new central control facility":

Motion failed: 6-5

Mr. Murphy suggested adding the wording, "If a suitable site cannot be located in the Civic Center, Muni should examine sites outside the Civic Center neighborhood" so the motion would read:

3rd Amendment to Motion:

Muni should pursue the consolidation of as many of its administrative functions as possible in a single centralized location in conjunction with a new central control facility. If a suitable site cannot be located in the Civic Center, Muni should examine sites outside the Civic Center neighborhood.

3rd Amendment to Motion was moved and seconded.

Ms. Downey suggested sending the motion back to committee.

Ms. Weaver moved to Refer Item under 9c.

Motion: Refer Item 9c back to Maintenance & Engineering Committee.

At this time the council voted and unanimously agreed to refer Item under 9C back to Maintenance and Engineering Committee.

7. Review of Outstanding CAC Information Requests.

Council members reviewed the Information Requests Matrix.

8. Council Members Questions and Comments

Mr. Pilpel – How can the CAC be involved with the decision-making concerning alternative fuels? (Reference #020307-0)

Mr. Pilpel – Would like more training on the Sunshine Ordinance. (Reference #020307-1)

Mr. Pilpel – Does Muni have plans to augment service in the Bayview Corridor while Caltrans is shut down on the weekend for a 2-year period? (Reference #020307-2)

Ms. Hayes – Will there be a formal response to our motion regarding the budget that were submitted last month? (Reference #020307-3)

Sue Cauthen – What can Muni do to address neighborhood complaints regarding the loud beeping noise buses emit as they cross Filbert & Columbus? (Reference #020307-4)

~~Sue Cauthen – Why was there rush hour bunching in late February by inbound cars at Forest Hill Station? (Reference #020307-5)~~

Ms. Downey – Is there an ongoing problem with the steps on the Breda cars? (Reference #020307-6)

Mr. Pilpel – What recently happened at Taraval and 15th Avenue with the recent derailment?

Mr. Pilpel – Would like to schedule the Short Range Transit Plan (S RTP) and Capital Planning Improvement Projects on how they are planned and developed.

At this time the Chair put forth the motion for Item 8a:

Motion: IT IS RECOMMENDED THAT THE CAPITAL IMPROVEMENT PROGRAM DATE, AS REFLECTED IN THE MUNI RAILWAYS SHORT RANGE TRANSIT PLAN, FOR THE CLEANING OF CEILINGS AT BOTH THE POWELL AND MONTGOMERY STREETS METRO STATIONS BE PROGRAMMED EARLIER. IN ADDITION, ONGOING EFFORTS SHOULD BE MADE TO REPLACE OVERHEAD LIGHTING FIXTURES IN MUNI METRO STATION WHEN THEY FAIL. (Mr. Pilpel)

Comments regarding motion:

Mr. Pilpel stated apparently work has recently been done at Van Ness, however, Powell and Montgomery are relatively dark and uninviting generally in terms of lighting and it appears that the ceilings still require cleaning. Request follow-up report from Engineering and Maintenance.

At this time the council voted and unanimously agreed.

9. Committee Reports

- a. Service Design & Marketing – no meeting in February 2002

Next meeting: March 18, 2002, 401 Van Ness, Rm. 334, 5:30 p.m.

Pending items: Website (Community & Public Relations), Data Collection (Schedules).

- b. Service Reliability & Quality – no meeting February 25, 2002 due to lack of quorum.

Next meeting: March 25, 2002, 401 Van Ness, Rm. 334, 5:30 p.m.

Pending items: Cable Car Recommendations, PSR request for information, service and signage to bus line 39, 30 Express in the PM, PSR Task Force, Service standards methodology, DPT/Service Planning, POP Presentation, Station Operations, Bus Cleaning, Muni Inspectors

- c. Maintenance & Engineering – met February 27, 2002. Topics of discussion: Light Rail Fleet Management Plan, Eureka Portal Re-shoring Plan & Timetable
Next meeting: March 21, 2002, 1145 Market St, Rm. 5A, 3:30 p.m.
Pending items: Light Rail Fleet Management; CAC's Participation In Selections of Alternative Fuel; Infrastructure and Maintenance Relationships Between Muni and Other Entities (CalTrains, BART, etc.); Facilities Management Plan; Over of Muni's Plans For Non-transit Uses; change in Maintenance & Engineering meeting time.

At this time The Chair put forth the following motion:

Motion: Muni should study and determine the need for the Eureka Portals, holding public hearings in the Eureka Valley neighborhood in the process. If it is determined that the portals are needed, Muni should then engage the neighborhood in public hearings on how to replace and/or improve the portals.

Comments regarding motion:

Mr. Pilpel stated improvements are needed to the Eureka Portals, and he is of the belief that the portals are needed. He is not in support of the motion as written.

The Chair stated residents of the neighborhood do not understand the need for the portals. Having discussed the portal issue with the Muni Engineer, he stated it had not yet been determined by Muni rather or not they need the portals.

Mr. Rolfe expressed his understanding of Muni's possible necessity for the portals.

The Chair stated that if Muni has not made a decision and is going to make a decision, the neighborhood should be involved.

Mr. Pilpel moved as a **Substitute Motion to the Motion** as follows:

Substitute Motion to the Motion: It is recommended that the capital project to shore-up the Eureka Portal for the Twin Peaks Tunnel be programmed for an earlier date than is now planned. Further, the neighborhood should be engaged early in that planning process which should involve substantial improves to the portal area.

The **Substitute Motion to the Motion** was then moved and seconded by Ellen Hays.

Comments regarding Substitute Motion to the Motion:

Ms. Weaver stated that a determination had not been made regarding the portals is that it would be a rather expensive capital project.

Mr. Murphy stated we should request that Muni expedite its decision regarding the necessity or non-necessity for the portals.

At this time the Council voted on the Substitute Motion to the Motion:
Motion failed: 6-5

At this time a vote was taken on the Main Motion and the motion passed: 10-1.

- d. Finance & Administration – met February 4, 2002 (Special Meeting). Topics of discussion: FY2003 Budget, Review and update committee calendar, Schedule of upcoming meetings

Minutes of March 7, 2002

Next meeting: To be determined

Pending items: Impact of BART settlement on Muni labor cost, Municipal Railway Improvement Fund (MIF), San Francisco Municipal Railway Improvement Corp. (SFMRIC)

- e. Safety, Training & Accessibility – no meeting held in the months of January, February or March 2002. A member is needed to make a quorum.

Next meeting: April 25, 2002, 1145 Market Street, 5th Floor, 3:00 p.m.

Pending items: Progress report on Evacuation Drill (11-18-01)

Review committee tasks and agenda items

Next regular meeting of the CAC: April 4, 2002:

Pending items: Facilities Tour, DPT/Muni Merger, Employee Incentive Awards

Adjournment – 7:30 p.m.

Note: Documents distributed at this meeting:

February 7, 2002 Draft Minutes

Document on Office Space Leased by Muni and DPT

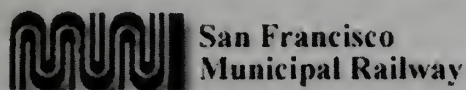
Staff Report including:

ComMUNications Newsletters, Calendar of Muni Awards & Special Events, March 2002

Special Events Calendar, Service Standards (2nd quarter, FY2001/02, Weekend

Construction Notice, Website Notice

CAC Information Matrix



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**≡ Municipal Transportation Agency
≡ Citizens' Advisory Council
City & County of San Francisco**

≡ Notice of Regular Meeting and Agenda

**Thursday, April 4, 2002 at 5:30 PM
401 Van Ness Avenue, Room 334
San Francisco, CA**

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Members:

Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Daniel Murphy, Bruce Oka,
David Pilpel, Norman Rolfe, Linton Stables,
Dorris Vincent, Daniel Weaver, Tom Wetzel.

Committees:

Service Design and Marketing:

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent.

Service Reliability and Quality:

Joan Downey (Chair), Sue Cauthen,
Daniel Murphy, Bruce Oka, Norman Rolfe.

Maintenance and Engineering:

Nia Crowder (Chair), Linton Stables,
Daniel Weaver, Tom Wetzel.

Finance and Administration:

Daniel Murphy (Chair), Sue Cauthen, Ellen Hayes,
David Pilpel, Bruce Oka, Tom Wetzel.

Safety, Training & Accessibility:

Bruce Oka (Chair), Daniel Weaver.

The MTA CAC may be contacted as follows:
Citizens' Advisory Council

Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-7313 Voice (415) 554-7606 Fax

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AGENDA

1. Call to Order/Roll Call, 5:30.
2. Review and adopt minutes of March 7, 2002 (ACTION ITEM) (Attachments), 5:35.
3. Public Comment, 5:40.
4. Report of the Chair (ACTION ITEM), 5:45.
 - a. Report to MTA Board.
 - b. DPT/Muni Merger Task Force Report.
 - c. CAC Attendance.
5. Staff Report (Paul Czechowicz), 5:50.
6. Presentations (DISCUSSION/INFORMATION ITEM):
 - a. DPT/Muni Merger presented by Joe Speaks (Special Projects Coordinator), 6:00.
 - b. Employee Incentive Awards Program presented by Larry Williams (Deputy General Manager, Human Resources, Labor Relations), 6:10.
 - c. Metro Station Maintenance Operations Presentation presented by Ray Favetti (Senior Operations Manager, Infrastructure Maintenance), 6:20.
7. Presentations (DISCUSSION/ACTION ITEMS):
 - a. Review of Municipal Transportation Agency Board (Finance and Administration) proposed resolution on Approval of Transfer Policy presented by Peter Straus, 6:30.
 - b. Review of Office of the Municipal Transportation Agency Board (Director of Transportation) proposed resolution on Records Retention and Destruction Policy, presented by Paul Czechowicz (CAC Support Staff)/Deborah Denison (Superintendent, Performance Monitoring and Analysis), 6:40.
8. Service Reliability and Quality Committee proposed letter to Municipal Transportation

Agency regarding 39 Coit Service (ACTION ITEM), 6:50.

9. Resolution regarding jurisdiction over Parking Control Officers (ACTION ITEM), 7:00.

10. Review of outstanding CAC Information Requests (ACTION ITEM), 7:05.

11. Council Members' questions and comments (ACTION ITEM), 7:10.

12. Committee Reports: (ACTION ITEMS): 7:15

a. Service Design & Marketing:

Next meeting April 15, 2002, 401 Van Ness, Room 334, 5:30 PM.

Pending items: Website (Community & Public Relations), Data Collections (Schedules).

b. Service Reliability and Quality:

Next meeting April 22, 2002, 401 Van Ness, Room 334, 5:30 PM.

Pending items: Bus cleaning standards, DPT practices, Service Standards Methodology, Van Ness Exclusive Lanes, Ridership Increases, 39 Coit Service.

c. Maintenance and Engineering:

Next meeting April 18, 2002, 1145 Market, 5th floor, 4:00 PM.

d. Finance and Administration:

Next meeting April 9, 2002, 401 Van Ness, Rm. 334, 5:45 PM.

Pending items: Impact of BART settlement on Muni labor costs, MIF (Municipal Railway Improvement Fund), SFMRIC (San Francisco Municipal Railway Improvement Fund, Transit Impact Development fee (TIDF), MOU/Labor negotiations follow-up, Finance & Administration impact of DPT-MTA merger.

e. Safety, Training and Accessibility:

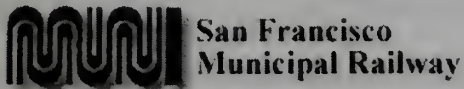
Next meeting April 11, 2002, 1145 Market, 5th floor, 3:00 PM.

Pending items: Evacuation Drill.

13. Review Council tasks and agenda items, 7:20. Next regular meeting May 2, 2002.

Pending items: Service Standards.

14. Adjournment 7:30.



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≡Municipal Transportation Agency
 ≡Citizens' Advisory Council
 City and County of San Francisco

≡MINUTES

Regular Meeting
 Thursday, April 4, 2002
 5:30 P.M.
 401 Van Ness Avenue, Room 334
 San Francisco, CA

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1. Call to Order/Roll Call:

The meeting was called to order at 5:30 p.m.

a. Members Present: Linton Stables (Chair), Sue Cauthen, Nia Crowder, Joan Downey, Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel, Norman Rolfe, Daniel Weaver

b. Members Absent: Art Cimento, Tom Wetzel

c. Staff Present: Paul Czechowicz, CAC Liaison
 Vincent Dunlap, CAC Secretary
 Joe Speaks, Special Projects Coordinator
 Larry Williams, Deputy General Manager,
 Human Resources, Labor Relations
 Barbara Conway, Manager, Employee Services Department
 Joseph Crimoli, Senior Administrative Assistant, Employee Services Department
 Peter Straus, Planning

2. Review and Adopt Minutes: (Action Item)

a. Minutes of the March 7, 2002 deferred to May 2, 2002 meeting.

3. Public Comment: (Action Item)

a. **N-Judah Line Breda LRVs Unacceptable Noise and Vibration Levels As The Vehicles Traverse The Tunnel and Travel Along The Carl Street Corridor.**

(1) Mrs. Rita Read spoke in support of the Cole Valley Neighborhood Association petition addressing the unacceptable noise and vibration levels of the N-Judah Line Breda Light Rail Vehicles (LRVs) when exiting the tunnel, westbound, at Carl and Cole. Mrs. Read expressed the opinion that although she has enjoyed riding the Breda LRVs, the rail (screeching) noise, especially when it rains or when the vehicle is speeding, is horrendous. Owning property almost adjacent to the tunnel opening, the vibration emitted by the Breda LRVs has caused cracks in the property's foundation.

(2) Mr. Robert Read stated that he believes the Cole Valley Neighborhood Association petition concerns the entire Carl Street corridor. When walking westerly down Carl Street, it is almost impossible to talk when the Breda passes. As he understands, in other areas of the city work has been done on the foundation supporting the tracks, which has considerably reduced rail noise level. Mr. Read is not only concerned about their property, but also the whole neighborhood.

(3) Linton Stables (Chair) stated that without addressing issue to any great extent, **at a future meeting the Council will consider the concerns presented regarding the N-Judah Line Breda LRVs' unacceptable noise and vibration levels as the vehicles traverse the tunnel, and travel along the Carl Street corridor.**

(4) Joan Downey commented that approximately 100 signatures had been collected from Carl Street residents supporting the Cole Valley Neighborhood Association petition and requested the CAC support in rectifying the problem. Ms. Downey urged that the concerns regarding the N-Judah Line Breda LRVs unacceptable noise and vibration levels along the Carl Street corridor are included as an agenda item at the next CAC meeting. Ms. Downey distributed a copy of the petition form for CAC members' information. Also, Ms. Downey added that correcting the vibration issue is not in the five year plan for Muni, however, Muni did authorize vibration studies in her neighborhood and in one instance the vibration level did exceeded established standards. **Ms. Downey volunteered to draft recommendation regarding item 3a.**

4. Report of the Chair: (Action Item)

a. **Report to the Municipal Transportation Agency (MTA) Board.** David Pilpel represented the Citizen's Advisory Council (CAC) at the March 19th MTA Board meeting. Mr. Pilpel addressed the Board regarding the Eureka Portal recommendation from the March 7th CAC meeting, requested responses to items previously communicated to the Board, and discussed, generally improving CAC relationship with staff and the Board. Per his request, the MTA Board referred proposed resolutions, Approval of Transfer Policy and Records Retention and Destruction Policy, to the CAC for review. Mr. Pilpel reflected on the work Mr. Paul Czechowicz (Council Liaison) and Ms. Laura Spanjian (General Manager's Office) have taken in improving the administrative process, and commented on issues pending before CAC committees. Also, Mr. Pilpel introduced CAC members Mr. Norman Rolfe and Ms. Dorris Vincent to the MTA

Board members.

b. **Department of Parking and Traffic (DPT)/Muni Merger Task Force Report.** Mr. Stables attended his first meeting of the DPT/Muni Merger Task Force. The Chair indicated that report information would be provided during Mr. Joe Speaks' (Special Projects Coordinator) presentation under Agenda Item 6a.

c. **CAC Attendance.** There was a discussion and suggestions from Council members which included adherence to CAC Rules of Order, an excused absence provision, CAC representation at each MTA Board meeting, Council and Committee members absence notification, and individual or group review of CAC Rules of Order.

5. **Staff Report.** Mr. Czechowicz began by reporting that there was a deletion from the previously distributed draft agenda. Agenda Item 6 had been adjusted, accordingly. Mr. Czechowicz continued with a summary of items regarding personnel changes, the Olympic buses, derailment, current construction, service changes and an overview of attachments to the report.

a. **Capital Planning & Legislative Affairs.** Mr. Czechowicz stated that the presentation by Ms. Kate Breen (Manager, Legislative Affairs) was deleted from the CAC agenda since the State Board of Equalization had approved a compromise. Specifically, the presentation was to inform CAC members of the Capital Planning & Legislative Affairs proposed resolution; that the MTA adopt support positions for AB2809 (Longville) and SB 10c (Sher) and recommend to the Mayor's Office of Legislative Affairs that the City also adopt support positions.

b. **Itinerary for CAC Muni Facilities Tour on April 27, 2002** was distributed.

c. **Staff Report Comments:**

(1) **Item 5a,** Mr. Pilpel requested that staff provide a response at the next CAC meeting to the question; **does the Board in fact have the authority to take position on legislation and how does that apply to the MTA?**

(2) **Item 5b,** Ms. Downey stated she would not be participating in the tour.

6. **Presentations:** (Discussion/Information Items)

a. **DPT/Muni Merger presented by Joe Speaks (Special Projects Coordinator).** Mr. Speaks presented an outline of the overall philosophy regarding the approach to the merger, economies affected by the merger, and closed with a questions and answers period. Although the merger is to be effected on July 1, Mr. Speaks indicated this is only the beginning. Areas identified by the Joint Task Force include presenting a joint fiscal year zero based budget, coordinating Human Resources, Equal Employment Opportunities (EEO), and Americans with Disabilities Act (ADA) compliance requirements, MTA Board concerns regarding deadlines for calendar items, and Parking Authority transfer of functions to the MTA Board. A copy of Mr. Michael T. Burns (General Manager, San Francisco Railways) and Mr. Fred M. Hamdun (Executive Director, Department of Parking and Traffic) joint letter of March 26, 2002 was distributed to CAC members. Mr. Speaks responded to Council members' concerns as to Proposition E's mandates relating to Parking Control Officers (PCOs) desire to merge with the San Francisco Police Department.

(1) **Mr. Pilpel requested that Mr. Speaks provide to the CAC a copy of the Task Force Working List of Issues Concerning the DPT/Muni Merger for inclusion in next month's CAC meeting information package.**

(2) **Mr. Pilpel requested that recommendation to fill vacancy in Muni organization structure considered as a Council agenda item at the next CAC meeting.**

The Chair recognized request for agenda items and suggested Mr. Pilpel's request is taken up under agenda item 11.

9. Resolution regarding jurisdiction over Parking Control Officers (Action Item). The Chair recommended that Agenda Item 9 be considered at this time in that it is closely associated with Agenda Item 6a.

a. **Discussion.** The Chair presented the draft resolution, Disposition of Parking Control Officers, and advised that copies of the position taken up by the CAC last July are available. Mr. Speaks reiterated that the desire of the Task Force is to ensure a positive working relationship exist with the PCOs as the merger moves forward and caution the need to not appear as opposing PCOs wanting something different.

(1) **Mr. Pilpel request Mr. Speaks to provide a copy of the response to the position taken up by the CAC last July.**

(2) Sue Cauthen commented that the draft resolution was well written. Ms. Cauthen further stated that the draft resolution makes the point, in the second to last paragraph that it was the wishes of the voters that the Department of Parking and Traffic merge under the MTA. Presumably, the voters will have to decide should an alternate plan come forth.

Mr. Pilpel moved the following:

Motion: THAT THE CITIZEN'S ADVISORY COUNCIL ADOPT THE DRAFT RESOLUTION, DISPOSITION OF PARKING CONTROL OFFICERS AS THE COUNCIL'S RECOMMENDATION TO THE MUNICIPAL TRANSPORTATION AGENCY BOARD.

Motion was seconded and unanimously passed.

6. Presentations: (Discussion/Information Items)

b. **Employee Incentive Awards Program presented by Mr. Larry Williams (Deputy General Manager, Human Resources, Labor Relations).** Mr. Williams began with the introduction of Ms. Barbara Conway (Manager, Employee Services Department) and Mr. Joseph Crimoli (Senior Administrative Assistant), both of whom are intimately involved in the administration of the Employee Incentive Awards Program. Copies of the slides used in the presentation were distributed to CAC members. Mr. Williams provided background by stating that under the provisions of Proposition E Muni has the ability to negotiate with unions the implementation of incentive pay programs that assist in achieving various goals required under the proposition. The program reward structures are intended to help, over time, build employees' commitment/involvement and their becoming more accountable and responsible. In the year 2000, Muni negotiated with the Transport Workers Union (TWU), Local 250A, three different incentive programs that only apply to the operators. And, in the year 2001, negotiated

the remaining contracts that cover all the other maintenance operations and administrative employees. Mr. Williams then briefed the Council on the seven different types of incentive programs: Customer Service, Accident Prevention, Attendance; Maintenance, Operations and Administration Performance Goals, and MTA Incentive Program Payouts.

(1) Discussion:

(a) Ms. Downey expressed an interest in being provided a report that shows a correlation between the improvements attributable to the Incentive Awards Program and the amount of Incentive Program Payouts. Mr. Williams asked for clarity purposes in understanding Ms. Downey's question, "Is there a way in which to show to the extent we paid out "x" amount of dollars; the kind of equivalent percentage of improvement?" Ms. Downey agreed. Mr. Williams stated that he would certainly review the possibility of providing such a report.

(b) Mr. Pilpel requested a report by the next CAC meeting of how many employees are subject to each of the seven incentive programs?

(c) Mr. Pilpel commented there was no report of pay out concerning the PSR issue in the presentation. Mr. William stated neither accident reduction nor PSR goals were met. Mr. Pilpel asked, since there was no slide in the presentation reporting the PSR performance, can information be provided regarding the PSR issue comparing performance against goals for the calendar year? Mr. William advised that information could be provided as of 1 July but not for the calendar year.

(d) Mr. Pilpel asked, understanding the total incentive program pay out is approximately 390,000, can information be provide comparing what was budgeted for all incentive programs against what has currently been paid out? Mr. Williams replied specifics can be provided, but in response to Mr. Pilpel's generic question, Muni obviously budgeted enough money to cover this and have paid less than was budgeted.

c. Metro Station Maintenance Operations Presentation was not presented. Mr. Ray Favetti (Senior Operations Manager, Infrastructure Maintenance) was not present.

Mr. Stables then introduced Agenda Item 7a, as a motion, which was seconded by Mr. Rolfe. Chair called on Mr. Peter Straus to give presentation listed as Agenda Item 7a.

7. Presentations: (Discussion/Action Items)

a. Review of Municipal Transportation Agency Board (Finance and Administration) proposed resolution on Approval of Transfer Policy presented by Mr. Peter Straus. Mr. Straus began by distributing copies of Municipal Railway Bulletins, and as a visual aid; Muni transfers to each Council member. Mr. Straus stated the proposed resolution address changes in Muni policy and procedures concerning the handling of transfers. Specifically, the changes proposed would simplify procedures for our operators and passengers. The transfer policy, as proposed, would bring a greater degree of conformity in policy and procedure regarding the use of transfers on buses, between both buses and rail vehicles (LRVs), and align bus transfer practices with current rail transfer procedures.

The Chair indicated that there is a motion on the floor, which has been seconded for adopting

the proposed policy and called for discussion.

Motion: THAT THE CITIZEN'S ADVISORY COUNCIL ADOPT THE MUNI FINANCE AND ADMINISTRATION PROPOSED RESOLUTION ON THE APPROVAL OF TRANSFER POLICY AS ITS RECOMMENDATION TO THE MUNICIPAL TRANSPORTATION AGENCY BOARD.

(1) Discussion:

(a) Mr. Pilpel expressed he has some concerns about the implementation of the transfer policy proposed in the resolution, however, does not have any particular problem with changing the policy. Mr. Pilpel further stated he had many concerns about the process and he is leading more to the belief that this is not in fact a fare change as a change in rules and regulations.

(b) Mr. Rolfe commented that the proposed resolution is a policy statement and the Council should not consider exact details regarding how the policy would be implemented; specifics regarding implementation should be determined by Operations.

(c) Mr. Straus commented that the proposed resolution had been reviewed within the City Attorney's Office and Muni was advised of the appropriateness and framing of the policy in this proposed resolution.

(d) Mr. Pilpel commented the reason this resolution is before the Council is that he raised concerns to the MTA Board. Mr. Pilpel stated that subsequent to raising concerns, staff is exploring the environmental review issues with City Planning, which would have been required prior to the MTA taking an action.

(e) Daniel Weaver pointed out that Mr. Pilpel's concerns revolve around the process in which the proposed change in regulations had been implemented. However, there was concurrence between Mr. Weaver and Mr. Pilpel that the changes contained in the proposed resolution were a rational and good idea in making the Transfer Policy an uniform policy for both rail and bus operations.

(f) Daniel Murphy stated that there was an implementation issue that he was curious about. He asked, knowing that the transfer is valid for boarding until the time indicated, if a passenger board just before the expiration time of their transfer and a subsequent fare check is performed closely following the transfer expiration time, do the enforcement officers understand that the transfer had to be valid at the time of boarding?

(g) Mr. Straus explained such a situation would be accommodated under current practices, which allows a ½ hour grace period from the indicated transfer expiration time before a citation can be issued.

The Chair recognized Ms. Cauthen's call for the question on the motion under CAC Agenda Item 7a.

Motion was voted and unanimously passed.

b. Review of Office of the Municipal Transportation Agency Board (Director of Transportation) proposed resolution on Records Retention and Destruction Policy

presented by Paul Czechowicz (CAC Liaison)/Deborah Denison (Superintendent, Performance Monitoring and Analysis). Mr. Czechowicz stated that Agenda Item 7b was referred to Council by the MTA Board. Mr. Pilpel had expressed concerns regarding the resolution to the Board. Mr. Pilpel was especially concerned about the section, "That the MTA Board of Directors does hereby authorize the Director of Transportation to make future changes to the policy." The resolution had been referred to the City Attorney's Office and staff had dealt with issues raised by Mr. Pilpel at the Board meeting. There is no longer the statement that allows for the Board of Directors to delegate that authority to the Director.

(1) Discussion:

(a) Mr. Pilpel stated that he asked at the Board meeting that any policy matters going before the Board should be referred to the CAC for consideration. Mr. Pilpel stated that there are no specific actions required concerning this agenda item. However, he would like the opportunity to talk with staff concerning some items contain therein for clarification sake.

The Council declined to take a position on this item.

8. Service Reliability and Quality Committee proposed letter to Municipal Transportation Agency regarding 39 Coit Service (Action Item). Linton Stables complemented Ms. Cauthen's efforts in following through on the neighborhood residents' issues regarding the 39 Coit Service. The Chair introduced the motion being placed on the floor by the Committee.

Motion: THAT THE PROPOSED LETTER TO THE MUNICIPAL TRANSPORTATION AGENCY REGARDING 39 COIT SERVICE BE ADOPTED, AND REFERRED TO THE CITIZEN'S ADVISORY COUNCIL CHAIR FOR DRAFTING OF A COUNCIL LETTER.

Motion unanimously passed.

Sue Cauthen was excused early.

10. Review of Outstanding CAC Information Requests: (Action Item)

a. Remove request to "schedule a presentation on how the SRTP and Capital Planning Improvement Projects are planned and developed" on Mr. Pilpel's Information Requests Matrix and placed on Council's pending items list.

11. Council Members' questions and comments: (Action Item)

a. Mr. Rolfe referenced having reviewed a document concerning Capital Projects and posed the following:

(1) Main and Mission Streets Restroom. The reason the restroom was determined necessary was because of the hotel that is planned to displace the Muni's Ferry Terminal. **Is the hotel developer paying for the Main and Mission Restroom, as well as, pay the cost for the continuous maintenance and operations of the restroom?**

(2) Third Street Southern Terminal

(a) Provide information as to the exact location, design and status of the terminal.

(b) If plans are to relocate the terminal, who initiated request for terminal's relocation?

(c) If relocation of the terminal is at the request of the developer, will the developer share, if not pay, the cost of the terminal's construction?

(3) Vehicles - Modifying Milano Cars. What are the CPUC requirements regarding the modification of Milano Cars?

(a) Paul Czechowicz responded that the modifications concern safety issues. **Mr. Czechowicz will provide a list of the safety issues.**

b. Ms. Downey commented on having read a news article regarding another city's bus system having cameras attached to the front for the monitoring of bus zone traffic violations, **Is Muni investigating the possibility of bus-mounted cameras for parking enforcement?**

c. Dan Weaver commented on developing a public outreach community program. Referencing Mr. Rolfe's funding and construction concerns pertaining to the Main and Mission Streets Restroom, as well as, Mr. Weaver's concerns about the issue of moving buses around the Phelan Loop, the questions of Muni not being able to fully fund construction projects concerns him greatly. Mr. Weaver stated the communities affected by such Capital Improvement Projects should receive more direct information by way of Muni conducting public outreach meetings. **Mr. Weaver recommended that a special public outreach staff be created within Muni to routinely conduct public meetings in the community addressing construction projects planned or occurring in the community. Mr. Weaver further suggested that the Chair refer his recommendation to committee.**

(1) The Chair agreed.

(2) Mr. Pilpel commented that the Service Design & Marketing Committee has been considering the outreach portion as part of the Committee's community and public relations discussions. Mr. Pilpel expressed his agreement with Mr. Weaver's recommendation and cited examples of Santa Clara's VTA Outreach Unit functions.

d. Ellen Hayes expressed her appreciation in receiving a copy of the October through December 2001 Project Status Quarterly Report and asked, **When will the next report be published and what is the schedule for publishing the report?**

(1) Mr. Pilpel commented that the report is published quarterly and the two pages with the "Key Capital Projects at a Glance" are provided every month or two as an update to the schedule.

e. Mr. Pilpel commented on having heard on the news people are concerned about the noise from the new ETI trolleys, the automatic announcements and the turning issue. Mr. Pilpel stated that there are particular technical specifications for each of these vehicles that we should be aware. Hopefully, Engineering or Maintenance has the technical specification or could develop them. **Can Muni provide a one-page description of the vehicles' specifications and anything that's special about the vehicle be provide on each standard vehicle type (regular vehicle) with the exception of cable cars, vintages cars or unique vehicles?**

(1) NIA Crowder commented that the Maintenance and Engineering Committee has been working with Fleet Management in obtaining vehicle specifications and information is forthcoming from Fleet Management and will be forwarded to the Council through the Maintenance and Engineering Committee.

f. Mr. Pilpel had requested a proposed CAC Agenda Item: **CAC RECOMMENDATION REGARDING FILLING VACANCIES WITHIN THE MUNI ORGANIZATION**. Mr. Stables recommended that Finance and Administration (FAC) review this item prior to Council consideration. Mr. Daniel Murphy (Chair, Finance and Administration Committee - FAC) stated Finance should review and the FAC will attempt to hold meeting prior to the May CAC meeting. Should the FAC hold its regular committee meeting in April, and then the FAC would consider the proposed agenda item and make recommendation to the Council. Mr. Pilpel stated he would provide a written proposed recommendation for Committee's consideration.

12. Committee Reports: (Action Items)

b. Service Reliability and Quality (SRQC)

(1) Next meeting is tentatively scheduled for April 15, 2002.

(2) Ms. Downey (Chair SRQC) expressed concern in not having received a written response from Brendan Scanlan (Superintendent Cable Cars) prior to his addressing the Committee. Ms. Downey also expressed concern regarding Mr. Murphy, Council representative to the PSR Task Force, not having received notification to attend PSR Task Force meetings.

(3) Ms. Downey requested that the following SRQC motions from the Committee's March meeting, which were not included as agenda items for this meeting, be included on next month's agenda items:

Motion: RECOMMEND THAT A TRAFFIC CHECK (PASSENGER COUNT) AND REVIEW OF THE 30 STOCKTON EXPRESS PM SCHEDULE BE CONDUCTED, AND HEADWAY ADJUSTMENTS MADE ACCORDINGLY.

Motion: RECOMMEND THAT THE OPERATIONS MANUAL SECTION AND/OR A SEPARATE LIST OF VEHICLES SUBJECT TO REASSIGNMENT IN THE EVENT OF A SHORTAGE IN REVENUE VEHICLES EXISTS BE UPDATED AND KEPT UP-TO-DATE ON AN ONGOING BASIS.

(4) Pending Items

(a) Bus Cleaning Standards

(b) DPT Practices

(c) Service Standards Methodology

(d) Van Ness Exclusive Lanes

(e) Ridership Increases

a. Service Design and Marketing (SDMC)

(1) Next meeting will be tentatively scheduled on April 15 or 18, 2002.

(2) Pending Items

(a) Website (Community & Public Relations)

(b) Data Collections (Schedules)

(c) Discussion on Implementation of Transfer Policy

(d) Clarification on Time Table Book

(e) Update on the Schedule System

c. Engineering and Maintenance Committee (EMC)

(1) Next meeting scheduled on April 18, 2002, 1145 Market Street, 3rd Floor Main Conference Room, 4:00pm

(2) Pending Items

(a) Facilities Management Plan

(1) Infrastructure and Project Relationships Between Muni, CalTrains, and BART

(2) Needs Assessment/Overall Strategies and Implementations

(b) Joint Assets Development

(1) Potrero Bus Yard

(2) Phelan Loop

(3) Presidio Yard Air Rights

(4) Kirkland Yard

(c) Muni Plan for Development of Non-Transit Uses. Ms. Crowder (Chair, E&MC) Donald Chee (Senior Project Manager - Constructions) will provide a list of projects.

(d) Ms. Crowder reiterated request for information in item 11e above, and added would like to receive information before CAC Muni Facilities Tour on April 27, 2002.

(3) Ms. Crowder extended congratulation to Mr. Stables as the new President of Castro Area Planning and Action (CAPA) and his personal involvement in the CAPA's project regarding Seventeenth Street and Castro.

(a) **Mr. Pilpel recommended that the Chair prepare item regarding the Seventeenth Street Plaza for the Council's vote. Chair agreed.**

(4) An open discussion occurred, at this time, among Mr. Pilpel, Mr. Stables and Ms. Crowder regarding the process of placing items on the Council's agenda and recommendations for information took place.

(a) Mr. Pilpel stated the Facilities Tour is on Saturday, April 27th and then the regular meeting of the CAC the following Thursday, May 2nd. **The only pending item listed is Service Standards.** Mr. Pilpel stated he was not aware of any recommendation coming from the SDMC, however, believed **Service Standards package needs to be prepared by June. Mr. Pilpel recommended for the next Council meeting, Station Ops and all the other items from this meeting would be enough for next month's CAC's agenda.** Chair agreed.

d. Finance and Administration Committee (FAC)

(1) Next Meeting will be determined.

(2) Mr. Murphy (Chair FAC) was excused early from the meeting.

(3) Pending Items

(a) Impact of BART Settlement on Muni Labor Cost

(b) MIF (Municipal Railway Improvement Fund)

(c) SRMRIC (San Francisco Municipal Railway Improvement Fund), Transit Impact Development Fee (TIDF)

(d) Memorandum of Understanding (MOU)/Labor Negotiations Follow-up

(e) Finance & Administration Impact of DPT-MTA Merger

e. Safety, Training and Accessibility Committee (STAC)

(1) Next Meeting will be determined.

(2) Bruce Oka (Chair STAC) was excused early from the meeting.

(3) Pending Items

(a) Evacuation Drill

Next regular meeting of the CAC: May 2, 2002

Council pending items:

N-Judah Line Breda LRVs Unacceptable Noise and Vibration Levels As The Vehicles Traverse The Tunnel and Travel Along The Carl Street Corridor

Station Ops

Service Standards

SRTP and Capital Planning Improvements Projects Presentation

CAC Recommendation Regarding Filling Vacancies within the Muni Organization

Facilities Tour, DPT/Muni Merger, Employee Incentive Awards

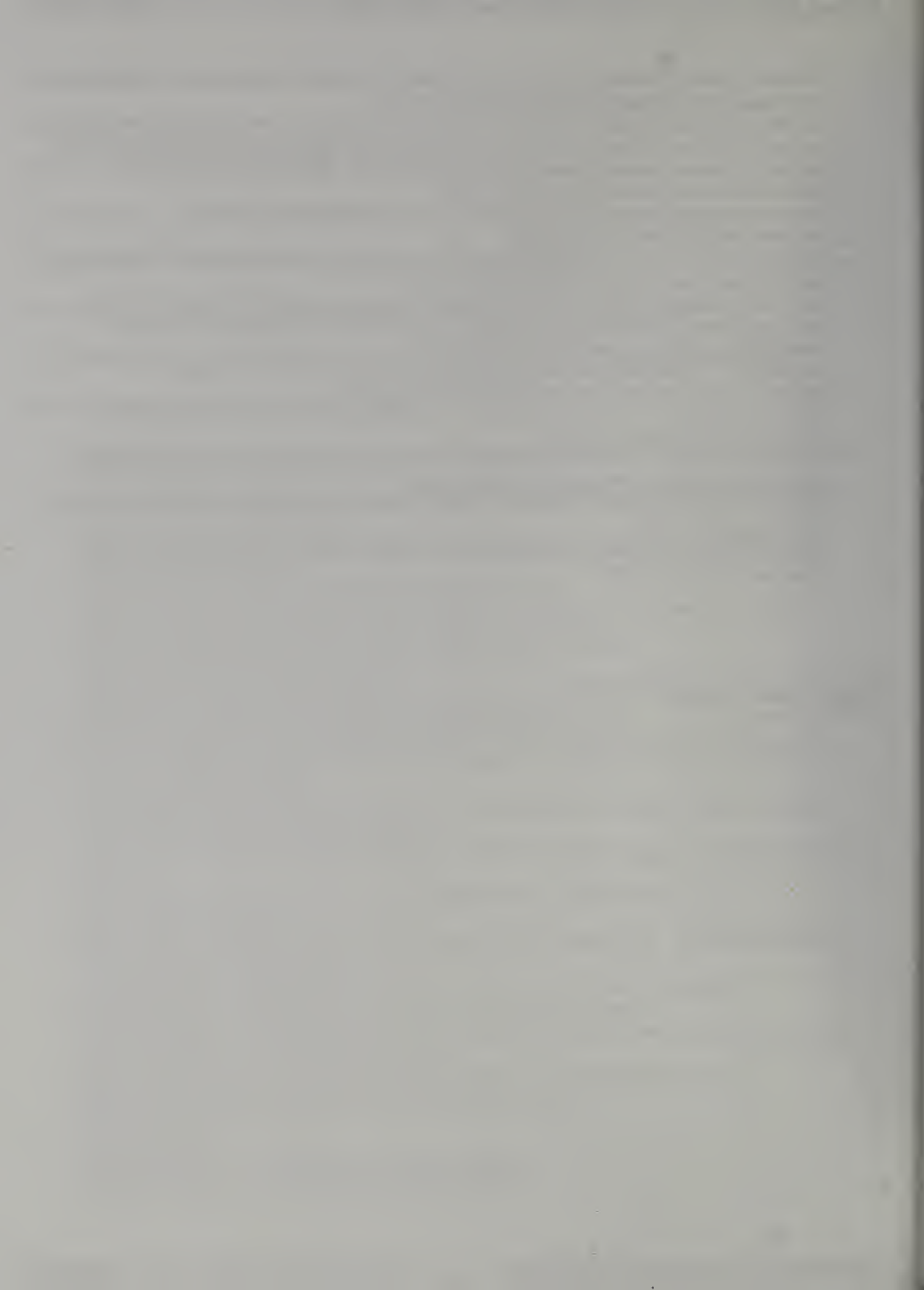
Chair Present Item Regarding the Seventeenth Street Plaza for the Council's vote

13. Adjournment - There being no further business, the Council adjourned at 8:00pm.

Note: Documents distributed at this meeting:

- Blank copies of Cole Valley Neighborhood Association petition, Re: N-Judah Line Tracks on Carl Street (Item 3a(1))
- Copies of Citizens' Advisory Council Notice of Regular Meeting and Agenda, Thursday, April 4, 2002 (Posted) (Item 5)
- Paul Czechowicz, Staff Liaison, memo of 4 April 2002 (Re: Monthly Staff Report (w/attachments)) (Items 5)
 CommUNICATION (Volume 4, Issue 2) of 2 March 2002
 Maggie Lynch, Community and Public Relations Director, letter of March 19, 2002 (Calendar of Muni Awards and Special Events of April 2002)
 Muni Major Capital Projects at a Glance, Rev. March 18, 2002
 April 2002 Special Events Calendar
 Construction Division Rolling Agenda of Calendar Items dated Thursday, March 21, 2002
- CAC Muni Facilities Tour dated April 27, 2002 (Items 5b, 5c(2))
- Copies of Michael T. Burns, General Manager, San Francisco Municipal Railway and Fred M. Hamdun, Executive Director, Department of Parking and Traffic joint letter of March 26, 2002 (Item 6a)
- Presentation to Citizens Advisory Council - MTA Incentive Program Fiscal Year 2002 dated April 4, 2002 (Items 6b, 6b(1)(c))
- Muni Finance and Administration Proposed MTA Resolution - Approval of Transfer Policy (Item 7a)
- San Francisco Municipal Railway Bulletins 99-039 and 99-109 (Item 7a)
- Muni Transfer (Item 7a)
- Office of the Director of Transportation Proposed MTA Resolution - Records Retention and Destruction Policy (Item 7b)
- Ms. Sue Cauthen's draft letter of March 26, 2002 - 39 Coit Service (Item 8)
- The Department of Parking and Traffic General Overview (Item 9)
- Paul Czechowicz, Staff to the MTA Citizens' Advisory Council, memo of March 22, 2002 (Subject: Parking Control Officers) (Item 9)
- CAC Proposed Resolution - Disposition of Parking Control Officers (Item 9)
- Information Requests Matrixes dated 03/29/02 (Item 10)
 Citizen's Advisory Council
 Mr. David Pilpel
 Service Design and Marketing Committee (SDMC)
 Service Reliability and Quality Committee (SRQC)

- Michael T. Burns, General Manager letter of March 22, 2002 (Subject: Muni Railway's Passenger Service Report (PSR) Process) (Item 10)
- San Francisco Municipal Railway (Construction, Maintenance and Capital Planning and Legislative Affairs Divisions) - Quarterly Project Status Report of Key Projects (Item 11d)
- Michael T. Burns, General Manager letter of March 20, 2002 (Subject: Cable Car Improvement Recommendations) (Item 12b)
- Citizen's Advisory Council Attendance Chart (Updated) March 14, 2002
- The New MUNI News - Winter 2002
- Jason B. Johnson, Chronicle Staff Writer internet news article of March 25, 2002 (Dip in ridership could push Bay Area bus fares higher)
- Jaxon Van Derbeken, Chronicle Staff Writer internet news article of March 27, 2002 (Muni may have lost \$100,000 in scheme Ex-Muni workers suspects in fraud City investigation centers on pair from claims office)
- Dan Rosen - TransLink 1st Month Summary and Report of March 6, 2002
- Maggie Lynch, Communications Department Releases:
 - MUNI TO REROUTE SERVICE FOR ST. PATRICK'S DAY PARADE ON SUNDAY, MARCH 17TH (March 15, 2002)
 - MTA Board Awards Construction Contract For King Street to 22nd Street Segment of Third Street Light Rail Project (March 20, 2002)
 - MUNI TO REROUTE SERVICE FOR CESAR CHAVEZ PARADE ON SUNDAY, MARCH 24TH (March 22, 2002)
 - Motor Coaches to Substitute for Streetcars On Outer Portion of L Taraval Line This Weekend (March 22, 2002)



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**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Special Meeting and Agenda

**Saturday, April 27, 2002 at 9:00 AM
401 Van Ness Avenue, Room 334
San Francisco, CA**

Members:

Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Daniel Murphy, Bruce Oka,
David Pilpel, Norman Rolfe, Linton Stables,
Dorris Vincent, Daniel Weaver, Tom Wetzel

Committees:

Service Design and Marketing

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent

Service Reliability and Quality

Joan Downey (Chair), Sue Cauthen,
Daniel Murphy, Bruce Oka, Norman Rolfe

Engineering and Maintenance

Nia Crowder (Chair), Linton Stables,
Daniel Weaver, Tom Wetzel

Finance and Administration

Daniel Murphy (Chair), Sue Cauthen, Ellen Hayes,
David Pilpel, Bruce Oka, Tom Wetzel

Safety, Training & Accessibility

Bruce Oka (Chair), Daniel Weaver

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-6873 Voice (415) 554-4103 Fax

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This meeting will be held in Room 334 (Conference Room) at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' Building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni bus line nearest the meeting location is the 47 Van Ness. The closest MUNI Metro stop is the Van Ness Muni Station, where one can transfer to a 47 Van Ness bus. For more information about Muni accessible services, call (415) 923-6142.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the peoples' business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the peoples' review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Avenue, Room 334, during regular business hours. Notices and agendas are posted on Muni's website at <http://www.sfmuni.com/cac>.

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The purpose of this study was to investigate the effect of a 12-week training program on the physical fitness and health-related quality of life of sedentary middle-aged adults. The study was conducted in a community-based setting and involved 100 participants who were randomly assigned to either a training or control group.

The training group participated in a supervised exercise program consisting of three sessions per week, each lasting 45 minutes. The control group remained sedentary throughout the study. Data were collected at baseline and at 12 weeks, and the results were analyzed using statistical methods.

The results of the study showed that the training group experienced significant improvements in cardiovascular fitness, muscle strength, and body composition compared to the control group. Additionally, the training group reported improvements in health-related quality of life, including energy, physical functioning, and overall health.

These findings suggest that a 12-week supervised exercise program can effectively improve physical fitness and health-related quality of life in sedentary middle-aged adults. Further research is needed to determine the long-term effects of such programs and to identify the optimal intensity and duration of exercise for this population.

In conclusion, the study demonstrated that a 12-week supervised exercise program can lead to significant improvements in physical fitness and health-related quality of life in sedentary middle-aged adults. These findings have important implications for public health and clinical practice, suggesting that such programs should be widely implemented to promote health and well-being in this population.

The study was funded by a grant from the National Institutes of Health. The authors thank the participants for their contribution to the study and the research assistants for their assistance in data collection and management.

Keywords: exercise, fitness, health-related quality of life, middle-aged adults, supervised exercise program.

The authors declare that they have no competing interests. The data generated during the study are available upon request. The study was approved by the Institutional Review Board at the University of [Name].

For more information, please contact the corresponding author at [Email Address]. The full text of the article is available at [Journal Name].

The authors would like to thank the following individuals for their assistance in the study: [Names]. The authors also thank the reviewers for their constructive comments and suggestions.

The authors have no financial or personal relationships that could have influenced the work reported in this paper. The authors have no conflicts of interest.

The authors have no other relevant information to disclose.

The authors have no other relevant information to disclose.

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Citizens' Advisory Council

AGENDA

Saturday, April 27, 2002 at 9:00am

401 Van Ness Avenue, Room 334

1. Call to Order/Roll Call 9:00AM
2. Board bus in front of 401 Van Ness 9:05AM
3. Begin Muni Tour as scheduled below:
 - 9:15 AM Tour of Cable Car Operations Division and The Cable Car Shop
 - 9:45 AM Coach leaves Cable Car for 700 Pennsylvania Facility
 - 10:00 AM Tour of 700 Pennsylvania Facility
 - 10:35 AM Tour of Woods Division and Maintenance Facility
 - 11:00 AM Coach leaves Woods to drive by Metro East site, Marin Road Call Division and the proposed Islas Creek site.
 - 11:20 AM Tour of Central Control
 - 11:45 AM Coach leaves for Metro Division and Maintenance Facility. The Muni Rail Rodeo is also scheduled for this date and the CAC is invited for lunch and to observe the competing teams.
 - 12:50 PM Tour is concluded and the coach leaves for 401 Van Ness arrival expected at 401 is 1:00PM
4. Public Comment
5. Adjournment at 401 Van Ness 1:00PM

Citizens' Advisory Council

AGENDA

Meeting Date: *Monday, April 1, 2007*
 Meeting Time: *7:00 PM*

1. *Call to Order*

2. *Approval of Agenda*

3. *Public Comment*

4. *Report on the Work of the Council*

5. *Discussion of the Work of the Council*

6. *Discussion of the Work of the Council*

7. *Discussion of the Work of the Council*

8. *Discussion of the Work of the Council*

9. *Discussion of the Work of the Council*

10. *Discussion of the Work of the Council*

11. *Discussion of the Work of the Council*

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14. *Discussion of the Work of the Council*

15. *Discussion of the Work of the Council*

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**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Meeting and Agenda

Thursday, May 2, 2002 at 5:30pm
401 Van Ness Avenue, Room 334
San Francisco, CA

Members:

Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Daniel Murphy, Bruce Oka,
David Pilpel, Norman Rolfe, Linton Stables,
Dorris Vincent, Daniel Weaver, Tom Wetzel

Committees:

Service Design and Marketing

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent

Service Reliability and Quality

Joan Downey (Chair), Sue Cauthen,
Daniel Murphy, Bruce Oka, Norman Rolfe

Engineering and Maintenance

Nia Crowder (Chair), Linton Stables,
Daniel Weaver, Tom Wetzel

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Safety, Training & Accessibility

Bruce Oka (Chair), Daniel Weaver

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Municipal Transportation Agency Citizens' Advisory Council

AGENDA

Regular Meeting

Thursday, May 2, 2002 at 5:30pm

401 Van Ness Avenue, Room 334

1. Call to Order/Roll Call 5:30
2. Review and adopt minutes: (ACTION ITEM) (Attachments) 5:35
 - a. Minutes of March 7, 2002
 - b. Minutes of April 4, 2002
3. Public Comment 5:40
4. Report of the Chair (ACTION ITEM) 5:45
 - a. Report to the Municipal Transportation Agency (MTA) Board
 - b. Resolution on Castro Area Planning and Action (CAPA) Seventeenth Street Plaza
5. Staff Report (Paul Czechowicz) 5:50
6. Presentations (DISCUSSION/INFORMATION ITEM)
 - a. Alternative Fuel Pilot Program presented by Shara Procacci (Senior Policy Analyst, Capital Planning and Legislative Affairs Division) 6:00
 - b. Station Operations presented by Ray Favetti (Senior Operations Manager, Infrastructure Maintenance) and Alice Fialkin (Superintendent, Station Operations) 6:20
 - c. Third Street Outreach Program presented by Vincent Harris (Deputy General Manager, Construction Division) and Dennis Tsai, (Program Manager, Third Street Construction Project, Construction Division) 6:35
7. Service Reliability and Quality Committee Motions of March 25, 2002: (ACTION ITEMS) 6:45
 - a. **RECOMMEND THAT A TRAFFIC CHECK (PASSENGER COUNT) AND REVIEW OF THE 30 STOCKTON EXPRESS PM SCHEDULE BE CONDUCTED, AND HEADWAY ADJUSTMENTS MADE ACCORDINGLY.**
 - b. **RECOMMEND THAT THE OPERATIONS MANUAL SECTION/OR A SEPARATE LIST OF VEHICLES SUBJECT TO REASSIGNMENT IN THE EVENT OF SHORTAGE IN REVENUE VEHICLES EXISTS BE UPDATED AND KEPT UP-TO-DATE ON AN ONGOING BASIS.**
8. N-Judah Line Breda LRVs Unacceptable Noise and Vibration Levels As The Vehicles Traverse The Tunnel and Travel Along The Carl Street Corridor (ACTION ITEM) 6:50
9. Proposed CAC Recommendation Regarding Filling Vacancies Within The Muni Organization (ACTION ITEM) 7:00
10. Review of Outstanding CAC Information Requests (ACTION ITEM) 7:05

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
LABORATORY OF ORGANIC CHEMISTRY
CHICAGO, ILLINOIS 60637

1. The first step in the synthesis of the target molecule is the reaction of the starting material with the reagent to form the intermediate. This step is crucial for the success of the overall reaction.

2. The intermediate is then subjected to a series of reactions to form the final product. The conditions for these reactions are carefully controlled to ensure the highest yield and purity of the product.

3. The final product is purified by distillation and its identity is confirmed by spectroscopic methods. The results of these analyses are consistent with the proposed structure of the target molecule.

4. The overall reaction scheme is shown below, illustrating the sequence of steps and the reagents used in each step.

5. The synthesis of the target molecule is a complex process that requires a deep understanding of organic chemistry and a high level of technical skill. The successful completion of this synthesis is a testament to the capabilities of the laboratory and the dedication of the research team.

6. The target molecule has a wide range of potential applications in the field of chemistry and related disciplines. Its synthesis represents a significant achievement in the field of organic chemistry.

7. The results of this work are being presented at the annual meeting of the American Chemical Society, where they will be discussed with other experts in the field.

8. The research team is grateful to the National Science Foundation for their generous support of this work. Their funding has been instrumental in the successful completion of this project.

9. The authors would like to thank the following individuals for their assistance and support during the course of this research:

10. The authors also wish to acknowledge the many helpful discussions with colleagues in the laboratory and the University of Chicago.

11. Council Members' Questions and Comments (ACTION ITEM) 7:10

12. Committee Reports (ACTION ITEMS) 7:15

a. Safety, Training and Accessibility (STAC)

Next regular meeting May 9, 2002, 1145 Market, 5th floor, 3:00 PM

Pending Item: Evacuation Drill

b. Finance and Administration (FAC)

Next regular meeting May 14, 2002, 401 Van Ness, Rm. 334, 5:45 PM

(1) Pending Items:

- (a) Impact of BART Settlement on Muni Labor Costs
- (b) Municipal Railway Improvement Fund (MIF)
- (c) San Francisco Municipal Railway Improvement Corporation (SFMRIC)
- (d) Transit Impact Development Fee (TIDF)
- (e) Memorandum Of Understanding (MOU)/Labor Negotiations Follow-up
- (f) Finance & Administration Impact of DPT-MTA Merger

d. Engineering and Maintenance (EMC)

Next regular meeting May 16, 2002, 1145 Market, 3rd Floor, 4:00 PM

(1) Pending Items:

- (a) Facilities Management Plan
 - (1) Infrastructure and Project Relationships Between Muni, CalTrains, and Bay Area Rapid Transit (BART)
- (b) Compressed Natural Gas

e. Service Design & Marketing (SDMC)

Next meeting May 20, 2002, 401 Van Ness, Room 334, 5:30 PM

(1) Pending Items:

- (a) CAC Recommendation of April 4, 2002:
That A Special Public Outreach Staff Be Created Within Muni To Routinely Conduct Public Meetings In The Community Addressing Construction Projects Planned Or Occurring In The Community
- (c) Website (Community & Public Relations)
- (d) Data Collections (Schedules)
- (e) Clarification On Time Table Book
- (f) Update On The Schedule System

f. Service Reliability and Quality (SRQC)

Next meeting May 27, 2002, 2002, 401 Van Ness, Room 334, 5:30 PM

(1) Pending Items:

- (a) Service Standards Methodology
- (b) Department of Parking and Traffic (DPT)/Service Planning
- (c) Proof of Payment (POP) Presentation
- (d) Station Operations
- (e) Bus Cleaning
- (f) Muni Inspectors
- (g) Van Ness Exclusive Lanes
- (h) Ridership Increases

13. Citizen's Advisory Council (CAC)

Next regular meeting June 6, 2002, 401 Van Ness, Room 334, 5:30PM

a. Pending items:

- (1) Short Range Transit Plan (SRTP) and Capital Improvement Program (CIP) Projects Presentation
- (2) Service Standards Methodology

14. Adjournment

7:30

10.3
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**Citizens' Advisory Council
Municipal Transportation Agency**

MINUTES

**Thursday, May 2, 2002, 5:30 p.m.
401 Van Ness Avenue, Room 334
San Francisco, CA**

SF
DOCUMENTS DEPT.

MAR 20 2003

1. Call to Order/Roll Call:

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~~The meeting was called to order at 5:30 p.m.~~

- a. **Members Present:** Linton Stables (Chair), David Pilpel (Vice Chair),
Sue Cauthen, Nia Crowder, Joan Downey, Daniel Murphy,
Bruce Oka, Norman Rolfe, Dorris Vincent, Daniel Weaver
Tom Wetzel
- b. **Members Absent:** Art Cimento, Ellen Hayes
- c. **Staff Present:** Paul Czechowicz, CAC Liaison
Vincent Dunlap, CAC Secretary
Alice Fialkin, Superintendent, Station Operations
Ray Favetti, Senior Operations Manager, Infrastructure
Maintenance
Sara Procacci (Senior Policy Analyst, Capital Planning and
Legislative Affairs Division
Michael Chinn (Senior Operations Manager, Engineering and
Fleet Engineering)
Marty Meller (Engineer, Fleet Engineering)
Jose Cisneros (Deputy General Manager, Public Transit
Planning)
Vincent Harris (Deputy General Manager, Construction
Division)
Dennis Tsai, (Program Manager, Third Street Construction
Project, Construction Division)

2. Review and Adopt Minutes.

- a. The minutes from the regular meeting of March 7, 2002 were adopted with an amendment to paragraph 6f(1)(b) changing the word "**curb**" to "**curve**".
- b. The minutes from the regular meeting of April 4, 2002 were adopted with no changes.

3. Public Comment. No public comments.

4. Report of the Chair. The Chair began by thanking Paul Czechowicz (CAC Liaison) for organizing the Council's April 27, 2002 tour of Muni facilities and for the opportunity to travel onboard one of Muni's Compressed Natural Gas (CNG) buses. Linton Stables stated

that the tour was most educational and entertaining. The Chair also stated thank you letters were sent to Muni employees who provided informative briefings and escorted Council members throughout the various facilities locations.

a. **Report to the Municipal Transportation Agency (MTA) Board.** The Chair indicated that he did attend the April 22, 2002 MTA Board meeting and reported all the Council's actions. There were no questions from the Board.

b. **Resolution on Castro Area Planning and Action (CAPA) Seventeenth Street Plaza.** The Chair pointed out that a flyer had been provided under agenda item 4b regarding the Seventeenth Street Plaza proposal. Mr. Stables indicated that the Seventeenth Street Plaza proposal had been mentioned during the Council's April 4th meeting and that David Pilpel suggested that the Council might want to consider taking a position on the proposal. The Chair called for a motion on the CAPA Seventeenth Street Plaza proposal, however, agenda item 4b was deferred until after agenda items 6a, 6b, and 6c presentations, which would allow Council members the opportunity to review the flyer.

Proposed Joint Meeting between the Municipal Transportation Agency (MTA) Citizen's Advisory Council and the San Francisco County Transportation Authority (SFCTA) Citizen's Advisory Council. The Chair indicated that although this item was not identified as an agenda item under the Report of the Chair, the SFCTA has requested a joint meeting. The purpose of the meeting is for introduction of both Councils members, and it is suggested that the MTA CAC consider the Third Street Light Rail Project and Budget Modifications being proposed concerning the project. Daniel Weaver moved the following:

MOTION: That a joint meeting of the Municipal Transportation Agency (MTA) Citizen's Advisory Council and the San Francisco County Transportation Authority (SFCTA) Citizen's Advisory Council be scheduled. The motion was seconded by Sue Cauthen and passed unanimously.

The Chair indicated he would arrange for a special meeting of the MTA CAC and the SFCTA CAC, and that meeting would be scheduled on a day that is not a regular meeting date of either council.

MTA and DPT Merger Task Force. The Chair reported that there was no meeting of the MTA and DPT Merger Task Force during April.

Nia Crowder commented that an audience member attending the District 2 Budget meeting expressed interest in the merger between Muni and DPT regarding cost savings and infrastructure consolidation. Ms. Crowder indicated she volunteered information that the Chair of the MTA CAC was a member of the task force. The Chair indicated he could make an inquiry regarding District 2's interest in the merger as to infrastructure consolidation cost savings.

The Chair announced that on the May 7th MTA Board agenda an item concerning the DPT budget would be on the agenda. The Chair commented that the MTA Board currently has no authority to pass the DPT budget; so the Board's approach may be to make a statement indicating that the DPT budget is proportional to MTA goals and objectives.

Joan Downey asked would it be an asset having a MTA CAC Pedestrian Advisory Committee? The Chair responded that the Council should set aside some time to discuss

this topic. Mr. Stables commented that possibly the idea of a MTA CAC Pedestrian Advisory Committee could be established or pedestrian interest could be considered under the purview of an established MTA CAC Committee. David Pilpel indicated that there is an existing pedestrian safety task force, however, it may be under conversion into a more formal body. Mr. Pilpel indicated that there is currently legislation introduced at the Board of Supervisors' level on the subject of a Pedestrian Advisory Committee. Mr. Pilpel suggested that perhaps by the next MTA CAC meeting, someone could research the status of this legislation. Mr. Pilpel suggested as a possible agenda item, given the circumstances of the DPT merger, the MTA CAC should consider discussing the Council's mission, future recommendations and plans relating to DPT issues.

Dorris Vincent asked concerning establishing bicycle lanes in the Bayview area, is there a coalition involved with the cyclist concerns? Norman Rolfe responded that there is a Bicycle Advisory Committee, under the jurisdiction of the Department of Parking and Traffic, and the Council should coordinate with the Bicycle Advisory Committee.

5. Staff Report. Mr. Czechowicz indicated that the Staff Report was distributed in each Committee members' package. Mr. Czechowicz indicated that the Special Events Calendar and the Calendar of Awards and Special Events were two additional items included in the report.

The Chair directed, per a request by Alice Fialkin (Superintendent, Station Operations), the order of presentation regarding Agenda Item 6 would be changed and agenda item 6b would be presented first.

6b. Station Operations. Ms. Fialkin began the presentation outlining the Station Agents' scope of responsibility and management of station facilities, including station operations and maintenance notification procedures. Ms. Fialkin summarize the effects the planned implementation of the Proof of Payment policy would have on Station Agents' duties, guiding the Agents' duties more towards customer services which should allow the Agents to become more responsive to improving customer relations. Also, Ms. Fialkin commented on the Ambassador Program and planned training programs addressing Station Agents' increasing individual personal relation skills in their dealings with the public.

During a discussion concerning station closing times, Mr. Daniel Murphy indicated that he has experienced approximately six occurrences in the past three years when the external gates at the Van Ness Station were secured well before the posted closing time. Ms. Fialkin expounded on the reasons and procedures concerning station closures, i.e., Station Agent assignments and responsibilities, sweeper train pick-up policy, security and safety issues, etc. Mr. Murphy indicated that his concern is that all the entrances to the station should not be closed before the posted closing time. Mr. Murphy suggested that if Station Agents must begin early closure of stations due to operational and staffing necessity, all but one entrance to the station could be closed before the designated closing time and appropriate signage placed at every closed entrance identifying the entrance that remains open. Mr. Murphy commented that whatever the closing time, it should be clearly posted and consistently enforced. Ms. Fialkin agreed with Mr. Murphy's suggestion.

Mr. Pilpel suggested following this meeting that Ms. Fialkin review the issue regarding the early night-time closing of stations, specifically at the Van Ness location, and perhaps send the MTA CAC a memorandum through Mr. Czechowicz addressing steps taken that would

preclude early closures of all entrances of any station and that signage be posted at entrances that are secured before designated station closing time.

Ms. Fialkin stated that a meeting occurred with Lisa Mancini (Chief Operating Officer) to discuss earlier closure of stations and the idea is in fact being considered.

Mr. Pilpel indicated that no response has been received to one of the MTA CAC's budget recommendations to cut back slightly the last in-service train time to operate between 12:20am and 12:40am.

Following a discussion on Station Agent staffing levels, and the staffing of primary and secondary Station Agents' Booths, Mr. Pilpel indicated that the Council should consider discussing Station Agent staffing levels in Committee.

Mr. Pilpel expressed his concerns regarding the stations' appearance, especially clutter in the station agents' booths and outdated signage that is often ambiguous and inconsistent posted on the Station Agents' booths. Ms. Fialkin indicated that the opening agents and closing agents are responsible for walking through the facility; conducting checks of equipment and ensuring the stations are in order. Ms. Fialkin indicated that once the stations are opened the agents are limited in leaving the station agents' booth due to fare monitoring requirements. However, the Signage Committee is addressing the issues regarding signage clutter and is in the process of obtaining kiosks for posting of information. Ms. Fialkin stated in terms of station cleanliness, since September 11th, for security reasons, all waste receptacles have been removed from the platforms and this is a major issue. Patrons have no place to dispose of their trash, so it is simply tossed aside.

Mr. Pilpel indicated that he was interested in receiving more information on the signage issue and asked that additional information be provided to the Council.

Following Ms. Vincent's withdrawal of her question regarding damage to station facilities by the homeless, the Chair indicated that this issue should be discussed in Committee.

Mr. Weaver asked, regarding the areas of the station that aren't staffed, if there is video camera surveillance and if anyone reviews the surveillance tapes? Ms. Fialkin responded that cameras have been discussed and it was decided a couple years ago that they would be supplied, however, there isn't sufficient funds available for purchasing cameras. Ms. Fialkin added that there are no cameras that monitor the stations' paid areas, but the primary station booths are equipped with stairs and partial platform monitors.

The Chair then recognized Ray Favetti (Senior Operations Manager, Infrastructure Maintenance) who stated that there is a plan to incorporate cameras as a security measure and funding for camera equipment is being pursued. Mr. Favetti gave an overview of infrastructure maintenance of the four departments (Motor Power, Overhead Lines, Custodial, and Buildings and Grounds) encompassing the Infrastructure Maintenance Division.

Bruce Oka expressed the concerns of paratransit patrons for improved security measures and the need for Station Agents' assistance for wheelchair patrons requiring access to the subway system.

Ms. Downey expressed concern regarding Muni maintenance service vehicles parking on the sidewalk on Carl Street when replacing the street poles that support the trolley bus electrical lines. Ms. Downey suggested that when maintenance personnel are required to replace the street poles that support the trolley buses electrical lines, parking restriction permits should be obtained from DPT and posted at the worksite well before work commences. This would preclude heavy service vehicles having to park on the sidewalks, causing damage to the sidewalks, and private motorist parking on the streets would not hamper trolley buses electrical lines street pole replacements. Also, trolley bus electrical lines pole replacement should be coordinated at a time in which street cleaning is not scheduled. Ms. Downey further stated that when work has been completed, maintenance crews are not cleaning the area and do not promptly leave. Mr. Favetti indicated that the service vehicles should not be parking on the sidewalks and he would investigate the problems. Mr. Favetti acknowledged that there are 10,000 poles in the city of which 2,000 poles are critically in need of being replaced. The maintenance crews are doing an exceptional job in replacing the poles, however, possibly in the urgency to complete the work, some crews may be shortcutting procedures. Mr. Favetti confirmed that he would address this issue with the work crews and Ms. Downey could contact him directly at 554-9200 should this problem continue. Ms. Downey requested that Mr. Favetti report back to the Council when procedures are being changed as to how pole replacements are being performed by the maintenance crews. Mr. Favetti agreed.

Mr. Weaver indicated that the platforms along Ocean Avenue often have different kinds of damage such as graffiti, etching, etc. Mr. Favetti responded that for maintenance repairs to the platforms themselves contact him by phone and he will ensure work crews are dispatched. Mr. Favetti commented that work crews are constantly traversing the city, identifying and repairing damages properties, and scheduling repairs, accordingly. As for repairs to the booths, Mr. Favetti suggested Mr. Weaver contact the Outdoor Systems Hotline at 882-4949. Ms. Cauthen pointed out that one of the booths on the right by the bridge just outside the Kirkland Yard on the diagonal with the Northpoint Center is both etched and graffitied, causing quite an eyesore. Mr. Favetti stated he would contact Outdoor Systems to effect repairs to that specific booth.

Mr. Pilpel commented that the reasons he had requested Mr. Favetti address the Council was for discussion of station lighting and lighting improvement measures being effected. Mr. Pilpel voiced his interest in the lighting program at Van Ness Station and at other Muni Stations. Mr. Favetti stated that over the years there are several projects concerning lighting improvements. Muni has obtained two grants from the Bureau of Lighting and Power, which has funded lighting projects. Lighting improvements have been completed at the Embarcadero and Van Ness Stations with noticeable improvements. Currently an upgrade to a more efficient lighting and energy-efficient system is being done by retrofitting the tunnels' emergency lighting, extending the life of the battery backups in the stations, and installing more state-of-the-art ballast and florescent lighting tubes. Muni has received funding from Light, Heat and Power but significant time is involved before funds are released supporting lighting projects. Mr. Pilpel indicated that the lighting at Montgomery and Powell Street Stations, especially the platform areas, has historically been dark and the stations have been in need of painting. Mr. Pilpel commented that lighting conditions have improved but better lighting is needed. Mr. Pilpel voiced his concern regarding patrons' safety and security late at night. Mr. Favetti agreed that a major cleaning and repainting is needed at both locations. Mr. Pilpel suggested as a part of the regular operational budget expense with existing staff, Muni should initiate a routine lighting replacement program promptly replacing any non-operating lighting not only at the Montgomery and Powell Street

Stations, but also throughout the system. Mr. Pilpel also suggested the rapid development or advancement of the project to clean the overheads and paint both the Montgomery and Powell Street Stations. Mr. Favetti responded that the stations were designed with a specific type of indirect lighting. Funds have are being provided through Proposition E funds and Muni is in contact with BART hoping to utilized their contractors to clean the carbon dust from the stations overhead diffusers and lighting cans. Mr. Favetti stated he would keep Mr. Pilpel informed regarding the maintenance upkeep of these two stations.

6a. Alternative Fuel Pilot Program. Sara Procacci (Senior Policy Analyst, Capital Planning and Legislative Affairs Division) began the presentation by introducing herself, Marty Mellerer (Engineer, Fleet Engineering), Michael Chinn (Senior Operations Manager, Engineering and Fleet Engineering), and José Cisneros (Deputy General Manager, Public Transit Planning). Ms. Procacci commented on Muni's compliance with what was referred to as the "Eleven Point Agreement" made between Muni and the San Francisco Transportation Authority (SFTA) of March 2001 when Muni was exercising an option to purchase 95 new clean diesel coaches.

Mr. Cisneros continued the presentation stating that Muni is currently midway into the follow-up process of the agreement and the reason for the presentation is to inform the Council as to Muni's current position in the process. Mr. Cisneros explained that the Muni's Clean Air Initiatives document before the Council is in a draft form that is continuing to be revised. An agreement with the SFTA on a number of points was reached which included testing on alternative fuel vehicles. Mr. Cisneros discussed each of the 11 points as follow:

Point One. The first point of the agreement allowed for the purchase of the 95 new clean diesel buses. The contract for the new buses has been executed and receipt of those buses is underway.

Point Two. The agreement's second point allows for the actual alternative fuels study, which has involved the Engineering Team. Conclusions by the University of California, Davis (UC Davis), the outside authority, are being used as the first phase of the alternative fuels study. Mr. Cisneros briefly characterized the results of the first phase of the study indicate the technologies being considered, which includes Compressed Natural Gas (CNG), Electric Diesel Hybrid buses, as well as clean diesel buses with particulate traps and low sulfur fuels, are performing as expected, and are in alignment with the result of testing as performed by the California Resources Board and the City of New York. Mr. Cisneros reiterated that the results of the first phase of the test indicate that the technologies are proving to be viable, and that testing procedures are proving to be workable and seemingly accurate. In that all other testing protocols of the technologies being considered have been conducted on flat roadways, using the knowledge gained from the first phase of the alternative fuels study, a testing protocol was designed and is being tested that relates to the topography of San Francisco, simulating the hill and grade conditions of the city's streets. Mr. Cisneros commented that first phase of the Alternative Fuels Pilot Program (AFPP) is completed. Looking forward to the execution and evaluation of the second phase of the study, Mr. Cisneros expressed his anticipated pleasure in working with the UC Davis staff in obtaining specific data during the second phase of the study on the technologies being considered in the San Francisco environment.

Point Three. In preparation for making a procurement decisions, the third point requires the availability of specifications for CNG and hybrid coaches. When testing is ready to steer a decision, the specifications will be available to actually take action on a procurement

decision in whatever direction the results may direct. Specifications development has been completed for CNG and hybrid buses and is undergoing internal review.

Point Four. Acquiring a minimum of fifteen (15) CNG buses are still being evaluated and study results are being reviewed to guide Muni in making a procurement decision.

Point Five. Also being assessed is replacing the thirty-foot Orions at Islais Creek as another set of vehicles that would be used-perhaps replaced-with these alternative fuels technologies.

In response to questions raised by Mr. Weaver concerning Point Four's status and Ms. Cauthern's concern about Point Two's status that indicated conditions have not been met and results are inconclusive, respectively, Mr. Cisneros repeated that Phase One testing results indicate the technologies being considered in general are viable and results are in alignment with previous testing by other entities. Phase Two testing will specifically evaluate technologies performance on the type of terrain that exists in the San Francisco environment.

Point Six. Design fueling and maintenance facilities at Islais Creek and retrofit Woods Divisions. Mr. Cisneros stated that plans are being developed addressing the redesign and a feasibility study is currently underway. Initial estimates on cost have been received and are being reviewed.

Point Seven. Develop an electric trolley coach expansion plan. Mr. Cisneros stated that the expansion draft plan is complete and is a part of the vision plan which require the review of some lines of the electric trolley for expansion services. Mr. Cisneros commented that when completed, the 3rd Street Light Rail Project would be an electrical service replacing buses:

Point Eight addresses participation in a fuel-cell program. Mr. Cisneros indicated that fuel-cell technology is what's being considered the next generation of alternative fuels for low emission or no emission technology. The fuel-cell technology is early in its development and there are no fuel-cell bus vehicles available today. But there are some prototypes and designs that have begun testing. The agreement states that Muni will participate in those tests; however, this does not mean that Muni will actually run test vehicles on San Francisco streets. Muni may participate in designing test in another city and review results.

Point Nine. As authorized new buses are received, buses would be deployed in neighborhoods that are already affected by more environmental pollution than others. Newest buses were assigned to routes in Bayview, Hunters Point, and Potrero Hill. CNG and hybrids will be used on pilot "Bayview Special" lines.

Point Ten. Incorporates the health needs in Bayview/Hunters Point neighborhoods into transportation planning. A new service is being initiated, the Bayview Special, which is a feeder service to the neighborhood, and more information will be provided later this month.

Point Eleven. Install the particulate matter traps and convert to Ultra Low Sulfur Diesel (ULSD) fuels by January 2003 for new buses being received. Muni's Fleet Engineering section is in the process of performing the installations and conversions. Mr. Cisneros indicated that there is a California Air Resources Board regulation that requires the installing of particulate matter traps and converting to ULSD fuels. According to the Eleven Point

Agreement and Muni's plans, the schedule for the installations and conversions has been advanced. Due to Muni's desire to continue this project at this time, hindrances have been in receiving funding. Funding agencies state that there is no requirement at this time to perform installations and conversions.

Having reviewed each eleven points, Mr. Cisneros explained that a number of interested parties have expressed interest in the testing process, which included the San Francisco Department of the Environment, and a number of environmental groups formally and presently involved that constitute the makeup of Oversight Committee. Muni has met with the Oversight Committee, and the Committee is in the process of reviewing the Eleven-Point Agreement. Mr. Cisneros stated that there is another meeting scheduled on May 6th with the Oversight Committee and the process has been very open and involvement has included many more parties than just Muni and the UC Davis experts assisting in the survey.

Dorris Vincent expressed her concerns regarding the redesign at Islais Creek to include a fuel facility. Ms. Vincent indicated that the [Redevelopment] Project Area Committee (PAC), which was elected under the Redevelopment Plan, has an established concept plan for the area. Ms. Vincent further affirmed that any other agency planning development in the Bayview/Hunters Point area is to present their plan to the PAC for review regarding compliance with the PAC's established concept plan. Mr. Cisneros stated that there is no plan; it is still being drawn up. Mr. Cisneros thanked Ms. Vincent for her comment and stated that when there is a plan it would be brought to the PAC.

Ms. Cauthen expressed her interest in the Oversight Committee; in knowing who are the members, how appointments to the committee were made and where and when are meetings held. Mr. Cisneros indicated that there are no regular meetings of the Oversight Committee. Ms. Procacci explained that the committee is an ad hoc committee and she listed the Department of Environment, the Bay Area Air Quality Management District (which has membership from time-to-time), Our Children's Earth (a non-profit environmental organization), Union of Concerned Scientists, Pacific Gas and Electric (PG&E), the National Resources Defense Council, and the American Lung Association as participating groups. Ms. Procacci elucidated that these are the groups that advocated for CNG about a year and a half ago when CARB asked Muni to choose between diesel and alternative fuels. Ms. Procacci referred Council members to Appendix A of the draft Eleven Point Agreement, which listed the composition of the Oversight Committee and that the Islais Creek facility would be one of the facilities that would accommodate CNG technology should CNG technology be selected.

Mr. Pilpel requested that information be provided listing the composition of the Oversight Committee by group and named members. Mr. Cisneros indicated that the requested information would be provided.

Mr. Pilpel also requested a map showing the Islais Creek project area boundaries and site.

Mr. Weaver asked if the conditions outlined in Point Eleven have been met by the buses recently purchased under Point One. Mr. Cisneros indicated that the conditions have been met. Mr. Chinn added that the plan, pending funding, is to retrofit all the diesel buses. The ULSD conversion has been made and trap installation will occur as soon as funding is available which is rigorously being sought.

Norman Rolfe asked about Muni's plans regarding cooperation with Bay Area transit agencies regarding the fuel-cell program and if prototypes are being tested. Mr. Meller responded that AC Transit and VTA in Santa Clara were prepared to go ahead with a fuel-cell pilot program last year as required by CARB. VTA and SamTrans, and AC Transit and Golden Gate, respectively, planned partnerships to conduct joint fuel-cell programs. Attempts were made to purchase fuel-cell buses at that time but the state of the industry could not support the program in that the buses were simply not available. However, since then, AC Transit has been able to order three fuel-cell buses and is expecting delivery by next year. On the forefront of alternative fuels, Sunline Transit near Palms Springs, which is not required to conduct a pilot program, will receive a fuel-cell bus and will be conducting its own pilot program. The manufacturer of fuel-cell buses is not a normal transit bus supplier. Mr. Meller indicated that AC Transit has had access to three or four prototypes. The prototypes are currently not in service. These prototypes are specialty vehicles that supply their own fueling rigs and are being used simply for demonstration.

Ms. Procacci commented that Supervisor Sandaval requested that certain members be put onto the IOC.

Mr. Murphy expressed his dissatisfaction with the composition of the Oversight Committee, which consist solely of groups that are advocates for CNG. Mr. Murphy further expressed that there is no representation of any organization, such as Rescue Muni, that opposed the purchase of any CNG buses and favored the diesel bus purchase. It appears the Oversight Committee is comprised of groups with a one-sided view and that is very troubling. Mr. Murphy stated that opposition to purchase any CNG buses is the unanimous position of the MTA CAC. Mr. Murphy added that the riders in New York City have created a white paper asking that CNG be ended in New York City and that Vancouver is backing out of their CNG program. Mr. Murphy is of the opinion that the CNG buses are wildly unreliable and frequently break down. Mr. Murphy pointed out on page 9 of the Muni Clean Air Initiative State Report, Point One, that reads, "During their initial 6 months in operations, the PM filter buses (that's diesel) were four (4) times more reliable that CNG buses, and 10 times more reliable than the hybrids." Mr. Murphy indicated that this should be proof-positive that it would be irresponsible to purchase buses that are four (4) times less reliable or even 10 times less reliable that the existing diesels. Mr. Murphy indicated that the report is sending two different messages. One message is everything is fine with the CNG buses and Muni is on the verge of approving the technology and second is that the results are poor.

Mr. Cisneros responded that basically throughout the entire report, the main conclusion is that not enough information is currently available to make a procurement decision. Being forthright on what we have learned, the results have been very mixed. The Phase One results tell us that more testing is necessary before a procurement decision is made. The draft report does not contain the opinion that Muni is anywhere near knowing enough to make a procurement decision. This is Muni's stance concerning the results to date.

Tom Wetzel commented that fuel-cell technologies are far cleaner than CNG and clean diesel buses technologies. Mr. Wetzel suggested that Muni track the agencies that are experimenting with fuel-cell buses even though fuel-cell technologies are still being developed and fuel-cell technology is quite possible as an alternative fuel choice in the near future.

Ms. Downey suggested that Rescue Muni should be a member of the Oversight Committee and possibly if any Council member is interested in the Oversight Committee he or she should become a member.

In response to Mr. Pilpel's question concerning what authority the Oversight Committee has in regards to the Alternative Fuels Pilot Program, Mr. Cisneros responded that the Oversight Committee has the opportunity to comment on the report but has no authority to purchase buses.

Bruce Oka expressed his agreement with Mr. Murphy regarding the questionable reliability of CNG technologies as well as funding concerns.

Mr. Pilpel questioned the funding of the study, if vehicle procurement is being deferred, and if maintenance costs are increasing due to the necessity to maintain older buses while awaiting conclusion of the study. Mr. Chinn stated that the exercise of performing the alternative fuels testing is grant funded and does not affect operating funds. Muni's Short Range Transit Plan (S RTP) is in concert with the acquisition of the 95 new clean diesel buses and anticipates future procurements associated with the completion of the study by July 2003, and associated recommendations within Muni.

Mr. Pilpel summarized the presentation by questioning the process continuing for another year, that a recommendation will be made subject to the review in the political process, including the MTA CAC, as to how to proceed and that the report discussed is simply an interim status report on the project. Mr. Cisneros responded that the status report will be reviewed and will be considered in the political process. Mr. Cisneros indicated that what has been presented is a status report on the technical results of Phase One testing and no procurement recommendations are being made at this time. Muni is recommending that testing continue through July 2003.

Nia Crowder commented that the start of the political process would be the presentation of the preliminary cost and infrastructure report of the CNG Bus Pilot Program to the Transit Authority (TA) and to the Board of Supervisors Transportation and Commerce Committee, respectively. The MTA CAC Engineering and Maintenance Committee requested from Lara Spanjian (Special Assistant to the General Manager) a copy of the preliminary infrastructure cost report.

In review, Mr. Cisneros stated that comments and changes are anticipated regarding the Muni's draft Clean Air Initiatives Status Report - Eleven-Point Agreement of TA Resolution 01-08. The schedule for presentation of the Phase One results as contained in the status report has now been presented to the MTA CAC. Pending no schedule changes, the status report will be presented for information to the MTA Board on May 21st, to the Transportation Authority Citizen's Advisory Committee on May 22nd, and on May 23rd the draft status report will be presented to the Board of Supervisors' Transportation Subcommittee where this topic has been specifically asked to be reviewed by Supervisor Sandoval. The next opportunity for the status report to be before the Transportation Authority would be on June 10th at its Plans and Programs Committee and a week later at the Transportation Authority Board meeting on June 17th.

Ms. Downey questioned Appendix B, the Conclusion section of the draft the study, asking if this section contained Muni data and why is there no reference to PM filter buses being four (4) times more reliable than the other buses? Ms. Procacci explained that Appendix B is

only the UC Davis portion of the overall testing and UC Davis was not contracted to do performance testing. Fleet Engineering conducted all the testing for performance and the emissions were conducted in a laboratory. Ms. Downey continued to voice her concern that the study will probably be presented to people who may not be reading any detail and the conclusions never show that the diesel buses are much more reliable than the other buses.

Mr. Cisneros reiterated that UC Davis was only contracted to review emissions and Muni needs to address the reliability aspect in another part of the report. Currently information concerning reliability is coming from multiple areas. Mr. Chinn explained that testing runs that have been made have come from the Kirkland facility. Very soon these vehicles will be moved to Woods Division and continue to run on different lines throughout San Francisco just to fully bring out both technologies, as well as the baseline diesel which are NABies, with and without the PM traps. Pending the conclusion of the Woods Division test runs, Fleet Engineering will be better able to report reliability. In addition to reliability, run times are being reviewed and there are acceleration differences between the different modes. Fleet Engineering is reviewing end-to-end times for the different runs. Basically, Fleet Engineering is attempting to perform as comprehensive an evaluation of these vehicles as possible. Mr. Chinn further stated that Ms. Downey's point is well taken and Muni may need to more carefully review the way the report is constructed.

Mr. Rolfe asked if any modifications to the engine are required to burn the ULSD fuels? Mr. Chinn responded that no modification is required—the engines run well on low sulfur fuel.

Mr. Murphy referenced a finding that the CNG buses performed poorly on hills and asked if this finding was in reference to reliability or acceleration. Mr. Chinn responded that it was in reference to acceleration.

The Chair indicated that the MTA CAC's Engineering and Maintenance Committee is monitoring the process for the Council.

Mr. Pilpel suggested that the MTA CAC Engineering and Maintenance Committee review the project and possibly submit a recommendation to the Council for consideration. Ms. Crowder responded that the Committee is currently reviewing the issue and discussions are being held. Mr. Pilpel suggested a review of the Council's previous position and that the Council may wish to consider revising or reaffirming its policy position or make a recommendation considering the planned political process regarding the Eleven-Point Agreement.

The Chair restated that MTA CAC agenda Item 6a has been referred to the Council's Engineering and Maintenance Committee and the Council will receive other report, if indeed the program does go forward. The Chair then thanked Mr. Cisneros, Mr. Chinn, Mr. Meller and Ms. Procacci.

Ms. Procacci stated that the presentation the Council received was the same as a staff presentation to the General Manager that was given a couple of weeks ago and the General Manager was of the opinion that Muni is not at the point of making a decision.

Mr. Pilpel continued by referencing Points Seven and Ten of the draft status report asking who's the staff person on both those issues? Ms. Procacci answered the trolley coach expansion plan (Point Seven) is being headed by Duncan Watry and the Bayview Special

(Point Ten) is under Operations. Marc Caposino (Special Assistant Planning and Marketing) and Lara Spanjian are handling the marketing of the Bayview Special.

Ms. Vincent asked about the route of the Bayview Special. Ms. Procacci explained that the Bayview Special is a six-month pilot project that has been proposed that will depart from Third and Palou to Potrero Center, San Francisco General Hospital and to the Wednesday Civic Center Farmer's Market.

Mr. Pilpel stated that this is the first the Council has received information on the Bayview Special and more information is needed. Ms. Vincent indicated that she is a resident of the neighborhood and this is her first time having received information regarding the Bayview Special. Mr. Pilpel suggested that Duncan Watry should be contacted to schedule a presentation on the service expansion.

The Chair directed that the Council focus on Agenda Item 7a while the presentation for item 6c was set up.

Motion: RECOMMEND THAT A TRAFFIC CHECK (PASSENGER COUNT) AND REVIEW OF THE 30 STOCKTON EXPRESS PM SCHEDULE BE CONDUCTED, AND HEADWAY ADJUSTMENTS MADE ACCORDINGLY.

The Chair then called for discussion of Agenda Item 7a.

Ms. Downey stated that, for background purposes, a customer had contacted her and indicated her displeasure with the 30 Stockton Express. The customer desires that a new traffic check be performed to determine if more service should be brought to the 30 Express. During rush hours the customer indicated that there are hundreds of people waiting and that there are huge gaps in the service.

Mr. Pilpel commented that the service is actually the 30 Marina Express and moved to amend the motion to reflect correction.

Following discussions of the motion, Mr. Pilpel moved that Agenda Item 7a be re-referred to the Service Reliability and Quality Committee with directions to consult with Scheduling and report back.

The Chair indicated that the amendment was a minor adjustment and called for a vote on the motion as restated. **The motion under Agenda Item 7a unanimously passed.**

The Chair then called for discussion of the motion under Agenda Item 7b.

Motion: RECOMMEND THAT THE OPERATIONS MANUAL SECTION/OR A SEPARATE LIST OF VEHICLES SUBJECT TO REASSIGNMENT IN THE EVENT OF SHORTAGE IN REVENUE VEHICLES EXISTS BE UPDATED AND KEPT UP-TO-DATE ON AN ONGOING BASIS.

Mr. Pilpel provided background by stating that a list had been provided to Mr. Wetzel that was believed to have been a section from the Operations Manual or some document listing vehicles priority assignments that were inaccurate and included service lines that no longer exist. The purpose of the list is to identify revenue vehicles that could be reassigned should

a shortage of revenue vehicles exist on certain service lines. Mr. Pilpel is of the opinion that a revenue vehicle priority list should be updated and kept up-to-date on an ongoing basis.

The Chair then called for a vote on the motion. **Agenda Item 7b unanimously passed.**

The Chair directed the Council's attention to the presentation under Agenda Item 6c.

The Chair extended apologies to Vince Harris and Dennis Tsai and invited them to begin their presentation under Agenda Item 6c.

6c. Third Street Outreach Program. Vincent Harris (Deputy General Manager, Construction Division) introduced Dennis Tsai, (Program Manager, Third Street Construction Project, Construction Division). Mr. Harris stated that the presentation was also given to ~~Muni's governing board on April 16th regarding the construction outreach portion of the~~ Third Street Project. The goal of the Outreach Program is to maximize employment and contracting opportunities along the Third Street corridors. The focus area for the Outreach Program includes communities along the Third Street corridor under zip codes 94134, 94124, and 94107, which encompasses the Mission Bay, Bayview/Hunters Point, Central Water Front, Potrero Hill and Visitation Valley communities. The program includes three basic strategies – the Contractor Employment Recruitment and Training (CERT) Program which links potential job applicants with training providers, Community Voice Organizations (CVOs), trade unions, and other contractors and employers; the Small Enterprise Recruitment and Subcontracting (SERS) Program which promotes local subcontractors participation as well as provide assistance on DVE certification, and support on bidding, estimating, and lines of credit including financing and bonding for subcontractors; and the promotion of community outreach and participation along the corridor. The services of two existing consultants, the Allen Group and Business Development Incorporated (BDI), will assist in the implementation and execution of the project. The Allen Group is charged with coordinating the overall efforts of the outreach program, developing and managing the public outreach program during construction, producing newsletters, bulletins and fact sheets to inform the public, establishing liaison with local community merchants and residents, serving as a contact point for the local community, and managing the public outreach office which is to be located on Third Street. Individuals within the community may go directly to this office to have their questions and concerns addressed. BDI will implement the CERT Program by facilitating community based organizations (CBOs) coordination on referrals, interaction among contractors, CBOs and local trade unions; and monitor and report performance of the Outreach Program to Muni. BDI will also implement the SERS Program by facilitating interactions between local subcontractors and prime contractors, reporting on the program's progress to Muni as well. The CBOs have an important role in the Outreach Program. Seven CBOs have been identified which include Mission Hiring Hall to assisting with segment B of the Outreach Program (the Muni Metro East Maintenance Facility), Potrero Hill Neighborhood House with segment C (the Central Waterfront), Asian Neighborhood Design with segment H (the substations along the corridor providing power), Young Community Developers (YCD) with segments D and E, and also support the Muni Metro East Project); Visitation Valley Jobs Educations and Training (VVJET) with segment F (Visitation Valley) which is a co-lead with Chinese for Affirmative Action, and New Directions to be available to assist with sections in the Bayview/Hunters Point community. Section J is a separate section regarding platform finishes and system-wide elements. Mr. Pilpel requested a one-page sheet that describes the segments. Mr. Harris agreed to provide one-page sheet listing describing segments. Mr. Harris explained that the San Francisco County Transportation Authority (SFCTA) is the primary funding

source for the work phases identified and discussed funding process. Mr. Harris noted that the allocation request for funds has been presented to the SFCTA Citizen's Advisory Committee/Plans and Programs Committee and the allocation request has been approved for an allocation of funds before the SFCTA Board of Commissioners, whose members also serve as the San Francisco Board of Supervisors. The allocation provided the total amount of five and one-half million dollars less \$750,000 that was placed on reserve by the Commission, while Muni continues to provide information on participating CBOs. Once the Board receives enough information that quantifies and confirms appropriate CBO participation and that interested CBO have the opportunity to assist on the program, it is anticipated that the \$750,000 held in reserve will be released. Mr. Harris then entertained questions.

The Chair noted that the Council had come to the end of the time allocated for the meeting and suggested that willing Council members should remain to address the current item and that only a few minutes could be allocated for questions regarding Agenda Item 6c. The Chair indicated that there are three action items pending; Agenda Items 4b which he was willing to defer until the Council's next meeting, and Agenda Items 8 and 12e(1)(a). The Chair also suggested that all non-action items be deferred to the next meeting, which included all the committee reports, and questions and comments. Mr. Oka seconded Chair's suggestion. The Chair then called for limited questions regarding Agenda Item 6c.

8. N-Judah Line Breda LRVs Unacceptable Noise and Vibration Levels As The Vehicles Traverse The Tunnel and Travel Along The Carl Street Corridor. Ms. Downey moved the following:

Motion: THAT THE CAC JOINS CARL STREET RESIDENTS IN URGING MUNI TO RELPACE THE TRACK BEDDING ON CARL STREET IN COLE VALLEY AS SOON AS POSSIBLE. THESE NECESSARY CHANGES ARE INTENDED TO REDUCE THE NOISE AND VIBRATION CAUSED BY THE DECAYING TRACKS AND ROAD SURFACES.

During a discussion of the motion, Ms. Downey stated that Muni contracted for studies concerning noise and vibration caused by the Breda Light Rail Vehicles (LRVs) to residences near the tunnel and extending along five blocks of Carl Street in Cole Valley. Results of study indicated noise and vibration were above acceptable standards. Replacement of track bedding along Carl Street in Cole Valley is not identified in the five-year plan. Mr. Murphy stated that the complaint from the residents on Carl Street in this area has been significant compared to other areas of the city. Mr. Harris explained as Muni replaces the older tie-and-ballast tracks throughout the city, Muni is using a type of direct fastener with insulation. Basically, a slab-on-grade approach with track attached does provide a damping effect, which is Muni's normal track replacement protocol. Mr. Harris indicated that track replacement is driven first by safety requirements, funding and prioritization of rail replacement as opposed to the availability of funding for a specific project. Dennis Tsai stated that there is a very finite life of rail and until the end of that period is reached track replacement is not done. Mr. Harris stated he understood that there are legal situations occurring as regards noise and vibration, however there is a process in which rail replacement projects are determined, a priority list for such projects, and it is believed that the Carl and Cole track is on the list. Mr. Harris stated he would provide the Council, in written form, the current prioritization of projects included in the Rail Replacement Program and update the Council as to the status of the project.

The Chair called for a vote and the motion passed unanimously.

Following the vote, Mr. Pilpel asked that, considering budget restraints, Mr. Harris provide some options as to the possibility of reprioritizing the Carl and Cole track replacement project.

9. Proposed CAC Recommendation Regarding Filling Vacancies Within The Muni Organization. In that the specific position has been filled, item was withdrawn.

Items 10, 11, 12, and 13 were referred to the next meeting.

14. The meeting was adjourned at 7:45.



CITIZENS' ADVISORY COUNCIL
MUNICIPAL RAILWAY
401 Van Ness, Suite 334
San Francisco, CA 94102



**Citizens' Advisory Council
Municipal Transportation Agency**

CORRECTION TO MINUTES

**Thursday, May 2, 2002, 5:30 p.m.
401 Van Ness Avenue, Room 334
San Francisco, CA**

1. Corrections to the Municipal Transportation Agency Citizens' Advisory Council minutes of Thursday, May 2, 2002 are as follows:

a. The minutes from the regular meeting of May 2, 2002 were adopted with the following amendments:

(1) Paragraph 1c: Change "Jose Cisneros (Deputy General Manager, Public Transit Planning)" to "Jose Cisneros (Deputy General Manager, Capital Planning & Legislative Affairs)".

(2) Paragraph 6a:

(a) Change "Jose Cisneros (Deputy General Manager, Public Transit Planning)" to "Jose Cisneros (Deputy General Manager, Capital Planning & Legislative Affairs)".

(b) Under Mr. Pilpel commented that the service is actually the 30 Marina Express and moved to amend the motion to reflect correction, add the following:

Motion: RECOMMEND THAT A TRAFFIC CHECK (PASSENGER COUNT) AND REVIEW OF THE 30 MARINA EXPRESS PM SCHEDULE BE CONDUCTED, AND HEADWAY ADJUSTMENTS MADE ACCORDINGLY.

Following discussions of the motion as amended, Mr. Pilpel moved that Agenda Item 7a be re-referred to the Service Reliability and Quality Committee with directions to consult with Scheduling and report back.

The Chair indicated that the amendment was a minor adjustment and called for a vote on the motion as restated. **The motion as amended to re-refer Agenda Item 7a to the Service Reliability and Quality committee unanimously passed.**

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**Municipal Transportation Agency
Citizens' Advisory Council (CAC)
City & County of San Francisco**

Notice of Meeting and Agenda

Thursday, June 6, 2002 at 5:30pm
401 Van Ness Avenue, Room 334
San Francisco, CA

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Members:

Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Daniel Murphy, Bruce Oka,
David Pilpel, Norman Rolfe, Linton Stables,
Dorris Vincent, Daniel Weaver, Tom Wetzel

Committees:

Service Design and Marketing (SDMC)

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent

Service Reliability and Quality (SRQC)

Joan Downey (Chair), Sue Cauthen,
Daniel Murphy, Bruce Oka, Norman Rolfe

Engineering and Maintenance (EMC)

Nia Crowder (Chair), Linton Stables,
Daniel Weaver, Tom Wetzel

Finance and Administration (FAC)

Daniel Murphy (Chair), Sue Cauthen, Ellen Hayes,
David Pilpel, Bruce Oka, Tom Wetzel

Safety, Training & Accessibility (STAC)

Bruce Oka (Chair), Daniel Weaver

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-6873 Voice (415) 554-4103 Fax

Disability Access

This meeting will be held in Room 334 (Conference Room) at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' Building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni bus line nearest the meeting location is the 47 Van Ness. The closest MUNI Metro stop is the Van Ness Muni Station, where one can transfer to a 47 Van Ness bus. For more information about Muni accessible services, call (415) 923-6142.

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The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Avenue, Room 334, during regular business hours. Notices and agendas are posted on Muni's website at <http://www.sfmuni.com/cac>.

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**Municipal Transportation Agency
Citizens' Advisory Council (CAC)**

AGENDA

Regular Meeting

Thursday, June 6, 2002 at 5:30pm

401 Van Ness Avenue, Room 334

- | | |
|---|------|
| 1. Call to Order/Roll Call | 5:30 |
| 2. Review and Adopt Minutes: (Action Item)
MTA CAC Draft Minutes of May 2, 2002 | 5:35 |
| 3. Public Comment | 5:40 |
| 4. Report of the Chair (Action Item)
a. Resolution on Castro Area Planning and Action (CAPA) Seventeenth Street Plaza
b. Joint Meeting with the San Francisco County Transportation Authority Citizen's Advisory Committee (SFCTA CAC) | 5:45 |
| 5. Staff Report (Debbie Dennison, Acting Staff Liaison) | 6:00 |
| 6. MTA CAC SRQC PSR Process Recommendations (Joan Downey, Chair, MTA CAC Service Reliability and Quality Committee (Discussion/Action Item) | 6:05 |
| 7. Service Standards Methodology (Debbie Dennison, Superintendent, Performance Monitoring & Analysis (Discussion/Action Item)
a. Review of MTA CAC SRQC Proposed Recommendations (Joan Downey, Chair, MTA CAC Service Reliability and Quality Committee)
b. Action Steps to Improve CAC Effectiveness (David Pilpel, Vice-Chair, MTA CAC) | 6:20 |
| 8. Establishing a MTA CAC Pedestrian Advisory Committee (Discussion/Action Item) | 6:40 |
| 9. Review of Outstanding CAC Information Requests (Discussion/Action Item) | 6:50 |
| 10. Council Members' Questions and Comments (Discussion/Action Item) | 7:00 |
| 11. Committee Reports (Discussion/Action Item) | 7:05 |
|
 | |
| a. Safety, Training and Accessibility (STAC)
Last meeting held: January 24, 2002
Next regular meeting June 13, 2002 , 1145 Market, 5 th floor, 3:00 PM
Pending Item: Evacuation Drill | |
|
 | |
| b. Finance and Administration (FAC)
Last meeting held: February 4, 2002
Next regular meeting June 11, 2002 , 401 Van Ness, Rm. 334, 5:45 PM
(1) Pending Items:
June 2002: Update on Budget Reengineering Task Force, Impact of Department of Parking and Traffic Merger, Fiscal Year 2002/2003 Budget Update – Lease Back and Metropolitan Transportation Commission (MTC) 5307, Swap Impact of BART Settlement on Muni Labor Cost, Impact of Bart Budget on Muni Budget | |

c. Engineering and Maintenance (EMC)

Last meeting held May 16, 2002.

Next regular meeting June 21, 2002, 1145 Market, 3rd Floor, 4:00 PM

(1) Pending Items:

(a) Facilities Management Plan

Infrastructure and Project Relationships between Muni, CalTrains, and Bay Area Rapid Transit (BART)

(b) Compressed Natural Gas (CNG)

d. Service Design & Marketing (SDMC)

Last meeting held: May 20, 2002

Next regular meeting June 17, 2002, 401 Van Ness, Room 334, 5:30 PM

(1) Pending Items:

2002-2003 Work Plans, Data Collection Plan, Trolley Coach Service Expansion Plan, Municipal Transportation Agency/Muni Website, Graphics and Design Guidelines, Marketing Review

(2) Referred Item:

CAC Recommendation of April 4, 2002:

That A Special Public Outreach Staff Be Created Within Muni To Routinely Conduct Public Meetings In The Community Addressing Construction Projects Planned Or Occurring In The Community

e. Service Reliability and Quality (SRQC)

Last meeting held June 3, 2002

Next regular meeting June 24, 2002, 401 Van Ness, Room 334, 5:30 PM

(1) Pending Items:

(a) ? - Proof of Payment (POP) Presentation

(b) July - Department of Parking and Traffic (DPT)/Service Planning

(c) ? - Station Operations

(d) ? - M-Line and N-Line Studies Conducted by Rescue Muni Metro Committee

(e) August - Bus Cleaning

(f) September - Muni Inspectors

12. Citizen's Advisory Council (CAC) (Discussion/Action Item)

Last meeting held May 2, 2002

Next regular meeting July 11, 2002, 401 Van Ness, Room 334, 5:30PM

Pending Item: Short Range Transit Plan (SRTP) and Capital Improvement Program (CIP) Projects Presentation

13. Adjournment

7:30

Attachments:

ξ MTA CAC Draft Minutes of May 2, 2002

ξ MTA CAC Service Reliability & Quality Committee PSR process Recommendations (Item 6)

ξ David Pilpel, Vice-Chair MTA CAC memo of May 29, 2002 (RE: Improving CAC Effectiveness – Action Steps) (Item 7b)



MUNICIPAL TRANSPORTATION AGENCY
CITIZENS' ADVISORY COUNCIL

401 Van Ness, Suite 334
San Francisco, CA 94102



**Municipal Transportation Agency
Citizens' Advisory Council**

MINUTES

**Thursday, June 6, 2002, 5:30 p.m.
401 Van Ness Avenue, Room 334
San Francisco, CA**

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1. Call to Order/Roll Call:

The meeting was called to order at 5:30 p.m.

- a. **Members Present:** Linton Stables (Chair), David Pilpel (Vice Chair), Sue Cauthen, Nia Crowder, Joan Downey, Ellen Hayes, Daniel Murphy, Bruce Oka, Norman Rolfe, Daniel Weaver, Tom Wetzel
- b. **Members Absent:** Art Cimento, Dorris Vincent
- c. **Staff Present:** Debbie Dennison, Acting Staff Liaison
Vincent Dunlap, CAC Secretary

2. Review and Adopt Minutes.

a. The minutes from the regular meeting of May 2, 2002 were adopted with the following amendments:

(1) Paragraph 1a – Members Present: Remove Ellen Hayes.

(2) Paragraph 1c: Change to "Jose Cisneros (Deputy General Manager, Capital Planning & Legislative Affairs)".

(3) Paragraph 6a:

(a) Change to "Jose Cisneros (Deputy General Manager, Capital Planning & Legislative Affairs)".

(b) Under "Mr. Pilpel commented that the service is actually the 30 Marina Express and moved to amend the motion to reflect correction", add/change the following:

"Motion: RECOMMEND THAT A TRAFFIC CHECK (PASSENGER COUNT) AND REVIEW OF THE 30 MARINA EXPRESS PM SCHEDULE BE CONDUCTED, AND HEADWAY ADJUSTMENTS MADE ACCORDINGLY.

Municipal Transportation Agency Citizens' Advisory Council

Minutes of June 6, 2002

Following discussions of the motion as amended, Mr. Pilpel moved that Agenda Item 7a be re-referred to the Service Reliability and Quality Committee with directions to consult with Scheduling and report back.

The Chair indicated that the amendment was a minor adjustment and called for a vote on the motion as restated. **The motion as amended to re-refer Agenda Item 7a to the Service Reliability and Quality committee unanimously passed."**

(4) Paragraph 6b –

(a) Change to "Ms. Downey expressed concern regarding Muni maintenance service vehicles parking on the sidewalk on Carl Street when replacing the street poles that support the trolley bus electrical lines".

(b) Change to "Ms. Downey requested that Mr. Favetti report back to the Council when procedures are being changed as to how pole replacements are being performed by the maintenance crews.

3. Public Comment. No public comment.

4. Report of the Chair. The Chair began by extending his thanks and appreciation to all Council members for their support during his tenure as Chair. Mr. Stables stated that he would not seek re-election to the position as Council Chair and that Council members should consider nominations to the position. The Chair indicated that officer elections would be held during the July 11th Council meeting.

a. Resolution on Castro Area Planning and Action (CAPA) Seventeenth Street Plaza. The Chair pointed out that this item had been carried as an action item from the May 2nd CAC agenda. A flyer regarding this item had been provided at the previous meeting. Daniel Weaver moved the following motion which was seconded:

MOTION: THAT THE MUNICIPAL TRANSPORTATION AGENCY CITIZEN'S ADVISORY COUNCIL SUPPORT THE PROPOSED SEVENTEENTH STREET PLAZA.

The motion unanimously passed.

b. Joint Meeting with the San Francisco County Transportation Authority Citizen's Advisory Committee (SFCTA CAC). The Chair indicated that there is an agenda for this meeting and asked that Council members review material that will be sent prior to the meeting. The Chair further explained that the funding agency for the Third Street Light Rail is the Transportation Authority (TA). The TA has concerns regarding the increasing cost of the Third Street Light Rail Project and is considering cuts in the scope of the project. The Chair added, in that the Third Street Light Rail has been promised as a particular project and if cuts are being considered regarding the scope of the project, it would be in the interest of the Council to be aware of potential actions. Also this meeting provides the opportunity to introduce both Councils' members and will be held on June 19th at 100 Van Ness.

Municipal Transportation Agency Citizens' Advisory Council

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The Chair reported that several other Council members and he attended the Groundbreaking Ceremony for the Third Street Light Rail Project that was held on Tuesday, May 28, 2002, at the Caltrain Depot.

In response to David Pilpel's inquiry concerning the MTA and DPT Merger Task Force, the Chair indicated that he has attended meetings and the merger plan is progressing. MTA CAC concerns have been placed on the agenda and the MTA CAC will have discussion regarding the merger at a later date.

Mr. Pilpel inquired into the status of the motion passed during the May 2nd Council's meeting recommending that the operations manual section/or a separate list of vehicles subject to reassignment in the event of shortage in revenue vehicles exists be updated and kept up-to-date on an ongoing basis. The Chair stated that the recommendation had been made to the MTA Board and would also be submitted in writing.

Daniel Murphy expressed his thanks and appreciation to Mr. Stables for his service and leadership as Chair.

Mr. Pilpel inquired as to how the annual report would be provided for and the Chair responded that he would work on the report and turn the project over to the new chair.

5. Staff Report. Deborah Denison provided an overview of the staff report which contained a report on the Rail Rodeo, Bart/Muni Drill, Silver Bus paint scheme, Caltrain Subsidy Cut, Bay-to-Breakers and Market Street Railway Events, the 78 Bayview Shuttle, and Third Street Rail Project. Mr. Murphy asked if the new silver paint for buses is as graffiti resistant as the plain white paint used on buses and that a response is provided. Norman Rolfe commented that he had read of concerns regarding the new silver paint color scheme, i.e., the silver color causes possibly poor visibility of vehicles at night and during foggy weather conditions. Mr. Rolfe also commented that he had attended the Caltrain Joint Powers Board (JPB) Meeting and he recalled that funds had been identified to subsidize the Caltrain shuttles in part.

6. MTA CAC SRQC PSR Process Recommendations. The Chair began by stating that the Council's Service Reliability & Quality Committee (SRQC) has proposed the following recommendations.

- The MTA CAC recommends that the implementation of a new PSR process be accompanied by much more careful and detailed measurement of incoming PSRs. In particular, PSRs should be broken down into a greater number of categories in order to better assess what specific areas are receiving more and less complaints. The current broad categorization used in aggregate reporting will not be adequate to assess whether the new PSR process is working, or if it's meeting the organization's needs in some respects but not in others. These detailed measurements are especially important given that many variables affect the total number of PSRs. Many things can cause a total increase or decrease of PSRs; broadly aggregate numbers are not very useful in determining exact nature of complaints.
- The MTA CAC recommends that new, more narrowly categorized numbers should be turned into regular reports and distributed widely, perhaps as an attachment to Muni's charter-mandated service standard reports. These numbers should include

Municipal Transportation Agency Citizens' Advisory Council

Minutes of June 6, 2002

statistics by which the numbers of PSRs in each category are divided by Muni's estimated passenger miles of service. If Muni ridership increases, and the quality of service remains the same, PSRs would be expected to increase simply because there are more riders on the system to file complaints. Likewise, if Muni ridership decreases, there would be a reduction in PSRs. Since the object of the PSR process is not to measure total increase or decrease in ridership, this variable should be isolated.

- The MTA CAC recommends that the new PSR process not be codified in new labor agreements until such time as a pattern of quarter-over-quarter comparisons of the newly categorized PSRs shows steady, significant progress. Until such time, it is important Muni retain as much flexibility as possible to modify or scrap the new process.
- The MTA CAC recommends that statistics gathered in the new PSR process include a detailed aggregate report of how PSRs have been resolved, including how many were dismissed as invalid, how many were major or minor, and, how many warnings, suspensions, terminations, etc. resulted from PSRs of each type.
- The MTA CAC recommends that, to the extent hearings involving complainant passengers remain part of the new process, the hearings be conducted by telephone at a time convenient to the passenger. It is not reasonable to expect passengers to take time to travel to a hearing. Furthermore, hearings should be conducted entirely on-the-record. Neither representatives of Muni management nor representatives of Muni workers should attempt to convince passengers to drop their complaints. If a complaint lacks merit, then that should be the finding of the PSR process; such findings should not come about because a passenger has been persuaded or intimidated into dropping his or her complaint.
- Make reporting easier for the customer: Use 673-MUNI with a submenu to report a PSR by phone. The website link to the PSR process needs to be more obvious. The PSR and hearing process needs to be explained early and clearly. Include this information on the website.
- All PSRs (where the customer leaves contact information) should be acknowledged. The initial letter should be a form letter sent within two business days signed by the PSR clerk (not the General Manager). It should include a summary of the PSR, reference number, and request for correction.
- The final resolution should be sent to the customer within five days indicating exactly what action/follow-up is to occur and it should also include a summary of the PSR and the reference number. This should be sent whether or not a PSR hearing is held.
- In all correspondence, privacy rights of the operator and customer must be protected. Neither should be identified by name or address.
- The PSR unit should report to Marketing & Communications and be a champion for the customer.
- Maintain a central database of all PSRs including resolutions.
- Any changes in the process should be reviewed with the MTA CAC Service Reliability and Quality Committee prior to implementation.

Municipal Transportation Agency Citizens' Advisory Council

Minutes of June 6, 2002

Following discussion and inclusion of changes to recommendations, Mr. Murphy moved the following motion, which was seconded by Sue Cauthen:

Motion (Agenda Item 6):

That the Council approves the Service Reliability & Quality Committee's PSR Process Recommendations with changes as discussed.

The Chair then called for a vote on the motion under Agenda Item 6. **Motion was unanimously passed.**

7. Service Standards Methodology. The following SRQC proposed Service Standards recommendations were proposed for Council consideration:

Service Standard 1a:

Percent of vehicles that run on time according to published schedules (no more than 4 minutes late or 1 minute early) measured at terminals and established intermediate points.

Investigate using automated data from NEXTBUS and ATCS to increase the data sampling and reduce costs. Because time points are necessary and significant, investigate the methodology used and quality control to determine when a vehicle passes a time point.

Service Standard 4a:

Percent of vehicles that pass published time points during measurement periods unable to pick up passengers due to crowding without being followed within 3 minutes or less by another vehicle on the same route with space for all waiting passengers.

At the beginning of each quarter, Muni should review all the 45 lines checked in the previous quarter, and identify the five lines with the highest load factors, and the time period these load factors occurred. Muni should then check those five lines, during the time period that the high load factor occurred, each month during the coming quarter for pass-ups. Muni should check to see if any PSRs for pass-ups were made for any of those five lines, and if the location of the pass-up was recorded. If location was recorded, Muni should use that point as the point for check for pass-ups. If there are no locations recorded, Muni should use the stop just before the MLP.

Service Standard 6a:

Actual headways against scheduled headways on all radial express, cross-town, secondary, and feeder lines for peak, base, evening, and late night service.

Muni keep the goal at 85% for each quarter of the coming year. Muni should change the definition of being "on-time" from being within 30% of scheduled headway, to being -3/+3 minutes of the scheduled headway. Muni should continue to check the same lines as we do now: all lines except radial lines with peak headways less than 10 minutes.

General Recommendations:

Investigate using alternate ways to capture information in a less costly manner.

Municipal Transportation Agency Citizens' Advisory Council

Minutes of June 6, 2002

Include a narrative when there is a variant from the goal describing the differences from last year; when there is some significant or substantial change in the previous quarter or the same quarter last year; when corrective action is suggested or warranted.

Include an appendix or glossary explaining acronyms and definition of Muni and transit terms.

Install performance standards measurements information boards in each Division to further support employee awareness of Service Standards.

Following discussion and inclusion of changes to recommendations, Mr. Murphy moved the following motion, which was seconded by Nia Crowder:

Motion (Agenda Item 7):

That the Council approves the Service Reliability & Quality Committee's Service Standards Recommendations with changes as discussed.

The Chair then called for a vote on the motion under Agenda Item 7. **Motion was unanimously passed.**

7a. **Review of MTA CAC SRQC Proposed Recommendations.** Item was a duplication of Agenda Item 6.

7b. **Action Steps to Improve CAC Effectiveness.** Mr. Pilpel presented a memorandum outlining proposed action steps addressing improving CAC effectiveness. Following discussion on improving members' effectiveness, individual responsibility, increasing Council's awareness in the community and with other groups and agencies, and developing greater access to Muni's staff and improving staff responsiveness to the Council, Mr. Rolfe moved the following:

Motion (Agenda Item 7b):

That the Council establishes a Task Force (ad hoc) Committee On Improving CAC Effectiveness to review proposed action steps addressing improving CAC effectiveness and report back to the Council its findings.

The Chair then called for a vote on the motion under Agenda Item 7b. **Motion was unanimously passed.**

Ellen Hayes agreed to Chair the Task Force and Daniel Murphy, Bruce Oka, David Pilpel and Daniel Weaver agreed to service on the Task Force.

8. **Establishing a MTA CAC Pedestrian Advisory Committee.** Daniel Weaver suggested that pedestrian interests should be included under the purview of the Council's existing Safety, Training & Accessibility Committee (STAC). Subsequent to discussion concerning the City's upgrading an existing Pedestrian Task Force, the Chair canvassed the Council and it was agreed that Agenda Item 8 be referred to the STAC and that a presentation will be requested of the Department of Parking & Traffic (DPT) regarding the DPT's various tasks, including public outreach. The Chair noted as one of his last official acts, he appointed himself to serve on the Council's STAC.

Municipal Transportation Agency Citizens' Advisory Council

Minutes of June 6, 2002

9. **Review of Outstanding CAC Information Requests.** The Council reviewed the Information Request Matrix of March 2002.

10. Council Members' Questions and Comments.

Mr. Murphy asked if the new silver paint for buses is as graffiti resistant as the plain white paint used on buses and that a response is provided.

Ms. Hayes indicated that the Task Force on CAC Effectiveness would meet on Monday, June 17, 2002 at 5:00pm at 401 Van Ness Avenue, Room 334.

Ms. Downey indicated that MTA CAC involvement should continue regarding the N-Judah Line Track Replacement and effect discussion in having the rail replacement date moved from 2008 to an earlier date. The Chair referred this item to the Engineering and Maintenance Committee.

Tom Wetzel indicated that the most current Muni demographic study was performed three years ago. The Chair referred this item to the Service Design and Marketing Committee.

Mr. Pilpel commented on the MTA Board closed session item concerning a proposed amendment to TWU, Local 250-A (9163) MOU. The Chair referred this item to the Finance and Administration Committee.

Mr. Pilpel commented that the fence at 19th Avenue again is in need of repair and requested that Muni Maintenance be contacted to effect repair and that Caltrans be billed accordingly.

Mr. Pilpel commented that he and Mr. Rolfe attended a meeting of the San Francisco Municipal Railway Improvement Corporation (SFMRIC) Board and submitted a list of questions to their attorney and are awaiting a response.

Mr. Pilpel requested a presentation on the material terms of the MTA-approved settlement of the Bayview-Hunters Point Community Activists vs MTC Clean Air Lawsuit. This will be a future Council agenda item.

Mr. Pilpel requested in regard to the Compressed Natural Gas (CNG) test, a list of the operating lines that the alternative fuel buses have used as test routes.

Ms. Downey stated she would not be available for the MTA CAC July 11th meeting.

Mr. Pilpel suggested that the Sunshine Ordinance requires the MTA CAC to vote on the rescheduling of the July 11th CAC. Nia Crowder moved the following motion which was seconded by Sue Cauthen:

Motion:

In that the regularly scheduled Council meeting would fall on July 4th, the tentative date of July 11th is accepted as the next date for the MTA CAC to meet.

The motion unanimously passed.

Municipal Transportation Agency Citizens' Advisory Council

Minutes of June 6, 2002

11. **Committee Reports.** Agenda Items 11a through 11e were deferred to the next Council Meeting.
12. **Citizens' Advisory Council.** Scheduling of next Council meeting was addressed under Agenda Item 10. Review of pending items was deferred to next meeting.
13. **Adjournment.** Meeting adjourned at 8:03pm.

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**Municipal Transportation Agency
Citizens' Advisory Council (CAC)
City & County of San Francisco**

Notice of Special Meeting and Agenda

Monday, June 17, 2002 at 5:45pm
401 Van Ness Avenue, Room 334
San Francisco, CA

Members:

Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Daniel Murphy, Bruce Oka,
David Pilpel, Norman Rolfe, Linton Stables,
Dorris Vincent, Daniel Weaver, Tom Wetzel

Committees:

Service Design and Marketing (SDMC)

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent

Service Reliability and Quality (SRQC)

Joan Downey (Chair), Sue Cauthen,
Daniel Murphy, Bruce Oka, Norman Rolfe

Engineering and Maintenance (EMC)

Nia Crowder (Chair), Linton Stables,
Daniel Weaver, Tom Wetzel

Finance and Administration (FAC)

Daniel Murphy (Chair), Sue Cauthen, Ellen Hayes,
David Pilpel, Bruce Oka, Tom Wetzel

Safety, Training & Accessibility (STAC)

Bruce Oka (Chair), Daniel Weaver

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-6873 Voice (415) 554-4103 Fax

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**Municipal Transportation Agency
Citizens' Advisory Council (CAC)**

AGENDA

Special Meeting

Monday, June 17, 2002 at 5:45pm

401 Van Ness Avenue, Room 334

1. Call to Order/Roll Call 5:45
2. Public Comment 5:47
3. Review and recommendation regarding the re-approval of the FY2003 Operating Budget including the waiver of fees on New Year's Eve 2002 and revisions to the transfer policy; authorizing potential changes affecting personnel; authorizing short-term experimental fares as needed; authorizing the continuance of the Class Pass Program with colleges and universities in San Francisco; and certifying that the budget is adequate to make substantial progress towards meeting the goals, objectives, and performance standards established pursuant to Section 8A.103 for Fiscal Year 2003.
(DISCUSSION/ACTION)
4. Adjournment 6:15

**Municipal Transportation Agency
Citizens' Advisory Council**

SF

DRAFT MINUTES OF SPECIAL MEETING

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**Monday, June 17, 2002, 5:45 p.m.
401 Van Ness Avenue, Room 334 (Conference Room)
San Francisco, CA**

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1. **Call to Order/Roll Call** (Agenda Item 1): The meeting was called to order at 6:02 p.m.

a. **Members Present:** Daniel Murphy (Chair), David Pilpel (Vice Chair), Sue Cauthen, Nia Crowder, Joan Downey, Ellen Hayes, Norman Rolfe, Dorris Vincent, Daniel Weaver

b. **Members Absent:** Art Cimento, Bruce Oka, Linton Stables, Tom Wetzel

c. **Muni Staff Present:** Gigi Harrington (Deputy General Manager, Finance and Administration), Pacifico Paculba (General Superintendent of Administrative Services), Paul Czechowicz (MTA CAC Staff Liaison), Vincent Dunlap (CAC Secretary)

2. **Public Comment** (Agenda Item 2). The Chair called for public comment on any item in the jurisdiction of the Council but not listed on the agenda. No public comment was made at this time.

3. **Review and recommendation regarding the re-approval of the FY2003 Operating Budget including the waiver of fees on New Year's Eve 2002 and revisions to the transfer policy; authorizing potential changes affecting personnel; authorizing short-term experimental fares as needed; authorizing the continuance of the Class Pass Program with colleges and universities in San Francisco; and certifying that the budget is adequate to make substantial progress towards meeting the goals, objectives, and performance standards established pursuant to Section 8A.103 for Fiscal Year 2003** (Agenda Item 3). David Pilpel (Vice Chair) commented that the need for the special meeting was to consider providing a recommendation to the Municipal Transportation Agency (MTA) Board prior to its considering the item on Tuesday, June 18, 2002. Mr. Pilpel introduced Gigi Harrington (Deputy General Manager, Finance and Administration) who provided a presentation regarding the recertification of the Fiscal Year 2003 Budget. Ms. Harrington reviewed the budget approval process and indicated that the budget had been submitted to the Mayor and the Board of Supervisors on March 1st. She indicated that from March 1st to June 1st there had been a number of changes to the budget. She categorized the changes as primarily technical in nature, outside the controls of a policy perspective, i.e., sizable healthcare increases which resulted in a \$4.5M expenditure increase. Ms. Harrington explained that a significant change to the budget that the Mayor submitted to the Board of Supervisors on June 1st was due to all the city budgets being out of balance and a request to the Unions to pick-up 2.75% of the contributions to each employee's retirement. Attached to that proposal was a 1% increase in the cost of living wage to each union member with the potential for the cost of living increase to extend into the next fiscal year

with a no lay-off proviso. She stated that to balance the budget this fiscal year, the City is looking for the Unions to agree to pick-up cost in the short-term, see an increase next year with no lay-offs as part of the balancing the budget. The implication to Muni resulted in a \$6.1M savings expenditure that assisted in filing the healthcare increase cost. She commented that various unions have been voting on the proposal and most notable for Muni SEIU voted the proposal down, as did TWU, and MEA voted to approval. Ms. Harrington stated as of Friday when the MTA Board calendar item was assembled an increase in expenditures of \$4.7M resulted as of bargaining units' adjustments. Staff has put together a series of proposals that affect policy issues to balance the budget. Finance proposes to bring the budget back to the MTA Board of Directors. Ms. Harrington summarized here presentation stating that since some of the proposals included in the package of expense reductions are of a policy issue and per Proposition E the MTA CAC is asked to review the budget.

During an open discussion and answer period following the presentation, Ms. Harrington commented that the TWU 9163 voted against supporting the proposal and confirmation of the vote has not been confirmed with TWU 250A. Ms. Harrington further explained that there is a window of opportunity and some of the Unions have taken the proposal back for vote. A proposed list of adjustments was submitted to fill the \$720,000 gap resulting from SEIU voting against the proposal. All proposals are on the expenditure side and from a process standpoint, if the union reverses its decision expenditures resource will occur. A review of the FY2003 Operating Budget Request Categorized by Line Item, a summary of technical adjustments and capital grant reauthorization was provided to Council members.

Daniel Murphy stated that the Council had recommended that the Municipal Improvement Fund (MIF) budget be reduced. Reductions were noted, but not at the levels the Council recommended. He stated that it would be appropriate for the Council to recommend that as much as possible the reduction for professional services funding come from MIF.

Mr. Pilpel indicated that the Platform Budget and the MIF are the two major policy items affected in which the Council should further discuss reduction impacts and any other changes occurring in the budget. Mr. Murphy moved the following motion that was seconded by Ellen Hayes:

Motion: IN THE INTEREST OF PREVENTING SERVICE CUTS, THE MTA CAC RECOMMENDS ADOPTION OF THE BUDGET ADJUSTMENT IN ATTACHMENT B OF THE CALENDAR ITEMS, PARTICULARLY THE PLATFORM AND PROFESSIONAL SERVICES REDUCTIONS. THE MTA CAC RECOMMENDS THAT AS MUCH AS POSSIBLE OF THE REDUCTION IN PROFESSIONAL SERVICES FUNDING COME FROM THE MUNICIPAL RAILWAY IMPROVEMENT FUND (MIF). ANY FURTHER ADJUSTMENTS NEEDED FOR THE BUDGET SHOULD COME FROM THESE AREAS. THE BOARD IS REMINDED OF THE NEED TO DEVELOP THE \$455,330 SAVINGS IN LIEU OF THE POTRERO DIVISION CHANGES PROPOSED EARLIER, PER THE RESOLUTION ADOPTED ON FEBRUARY 19, 2002.

The motion unanimously passed.

4. Adjournment. Meeting adjourned at 7:08 pm.

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**Municipal Transportation Agency
Citizens' Advisory Council (MTA CAC)
City & County of San Francisco**

Notice of Special Meeting and Agenda

Wednesday, June 19, 2002 at 6:00 pm
100 Van Ness Avenue, 25th Floor Conference Room
San Francisco, CA

Members:

Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Daniel Murphy, Bruce Oka,
David Pilpel, Norman Rolfe, Linton Stables,
Dorris Vincent, Daniel Weaver, Tom Wetzel

Committees:

Service Design and Marketing (SDMC)

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent

Service Reliability and Quality (SRQC)

Joan Downey (Chair), Sue Cauthen,
Daniel Murphy, Bruce Oka, Norman Rolfe

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Bruce Oka (Chair), Daniel Weaver

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**Municipal Transportation Agency
Citizens' Advisory Council (MTA CAC)
AGENDA**

Special Meeting
Wednesday, June 19, 2002 at 6:00 pm
100 Van Ness Avenue, 25th Floor Conference Room

- | | | |
|----|-------------------------|------|
| 1. | Call to Order/Roll Call | 6:00 |
|----|-------------------------|------|

Joint meeting of the Municipal Transportation Agency Citizens' Advisory Council (MTA CAC) and the San Francisco County Transportation Authority (SFCTA) to introduce members, and discuss and make recommendations on the Third Street Light Rail Budget and Scope.

- | | | |
|----|-------------|------|
| 2. | Adjournment | 8:00 |
|----|-------------|------|

Citizens' Advisory Council
Municipal Transportation Agency

San Francisco

Final Minutes of Special Meeting

Wednesday, June 19, 2002, 6:00 p.m.
100 Van Ness Avenue, 25th Floor Conference Room
San Francisco, CA

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1. Call to Order/Roll Call.

The meeting was called to order at 6:10 p.m. Terry Micheau (Chair, San Francisco County Transportation Authority Citizens Advisory Committee (SFCTA CAC) welcomed members of both the SFCTA CAC and the Municipal Transportation Agency Citizens' Advisory Council (MTA CAC) and allowed introductions.

a. MTA CAC members present: Linton Stables (Chair), David Pilpel (Vice Chair), Sue Cauthen, Nia Crowder, Joan Downey, Ellen Hayes, Daniel Murphy, Bruce Oka, Norman Rolfe, Dorris Vincent, Daniel Weaver.

b. MTA CAC members absent: Art Cimento, Tom Wetzel.

c. Muni Staff present: Jose Cisneros (Deputy General Manager, Planning and Legislative Affairs), Vince Harris (Deputy General Manager, Construction), Ken Jew (Construction, Project Manager), Anne Richmond (Capital Planning and Grants), Dennis Tsai (Construction, Project Manager), Paul Czechowicz (MTA CAC Staff Liaison), Vincent Dunlap (MTA CAC Secretary).

d. SFCTA CAC members present: Terry Michael (Chair, SFCTA CAC), Will Din, Anita Hill, Val Menotti, Art Michel, Jackie Sachs.

e. SFCTA Staff members present: Jose Luis Moscovich (Executive Director), Maria Lombardo (Deputy Director, Plans & Programs), Ernesto Ugarte, Paul Ward.

Both CACs followed the published SFCTA meeting notice and agenda of June 19, 2002 (Attachment 1). Mr. Micheau (Chair, SFCTA CAC) stated that this historic joint session brings together both the SFCTA CAC and MTA CAC in providing guidance to each respective Committee's/Council's Authority, Agency and staff. He outlined the meeting as a collaborative effort between Muni and the Transportation Authority (TA) in delivering the Third Street Light Rail Project on budget as scheduled and in the shape as promised to the communities along the Third Street Corridor. It was stated that the purpose of the meeting was to discuss specific budget reductions that would allow the project to stay at the current cost level of \$520M. Commenting on the City's current financial concerns, Mr. Micheau expressed the opinion that it would be unrealistic to look at new funding or should additional funding be considered not to anticipate such funding to cover 100% of the cost increases.

Mr. Micheau indicated that an inevitable part of the discussion was to (1) solicit staffs assistance in identifying elements of the construction project that could be cut and identify overall cost savings; (2) understanding the implications of cutting certain elements of the project so both CAC's would be better prepared in making informed recommendations; and

(3) identify new funding and its impact on elements of the project. He stated that the major goal of tonight's meeting was to provide respective staffs the CAC's recommendations as to what elements should or should not be cut from the project. Mr. Micheau indicated that the discussion affect policy decisions that would be before both the TA and MTA Boards within the next thirty days.

Mr. Micheau then covered the rules of order for the meeting and stated that Linton Stables (MTA CAC Chair) would co-chair the meeting. Mr. Stables commented the MTA CAC was established under Proposition E and extended thanks and appreciation for the MTA CAC having invited the Council to participate in the meeting. Mr. Stables commented that the MTA CAC supports the spirit of cooperation in seeking solutions to issues concerning the Third Street Light Rail Project.

2. Third Street Light Rail Project Budget Overview. Mr. Micheau expressed the opinion that there is a need to revise the project's budget and the terms to be used in establishing the budget. Jose Luis Moscovich (Executive Director [TA]) gave an overview of the budget process. Mr. Moscovich referred both CACs to the memorandum included in the SFTAC agenda packet and discussed the following tenets that the TA believes should be incorporated in the budget process:

- The budget should be a baseline budget against which all-future budgets adjustments are measured.
- The budget will contain all the work associated with the project with no offline budgeting. Muni will recognize within its budget both expenses and revenues for non-transportation related activities, such as street resurfacing and sewer and water line installation which Muni is either performing or managing on behalf of other City departments.
- The budget will include all previously deferred project components, such as the Southern Terminus, to enable a definitive discussion of options and trade-offs.
- The budget will show true costs with no artificial cost restraints.
- The budget will identify project alternatives to stay with in the current \$520M budget.
- The budget will identify alternative funding sources and the opportunity costs associated with applying those funds to an increased budget.

3. Cost Review - Information/Action. Paul Ward (Manager of Capital Projects [SFTCA]) commented that the discussion evolves around 5% of the budget and that 95% of the budget is progressing very well. He gave a brief slide presentation that covered the following items:

- The breakdown of the current \$520M budget and ongoing budget issues.
- The success of the construction bids received to date with regard to being below the engineer's estimate and above the project's DBE and local participation goals.
- Muni's revised project budget, which represented a \$28.4M cost increase compared to the current \$520M budget.
- Muni's list of possible ways to close the budget shortfall, which included potential scope reductions of up to \$15.7M.
- Muni's recognition of low bids and corrections to the budget, resulting in a potential reduction of \$12M.
- Potential support cost reductions of \$1.6M and a list of potential issues that impact the budget.

Vince Harris (Deputy General Manager, Construction [Muni]) gave a presentation on the status of the Third Street Light Rail Project costs (Attachment 2). Mr. Harris stated that the Third Street Light Rail Project had three main core objectives, which included transit enhancements, traffic improvements and community and economic revitalization. Mr. Harris indicated that currently the revised project budget minus proposed Muni cuts was \$534.7M, which when compared to the current budget of \$519.9M, was only up by \$14.8M or 2.8% overall.

Jose Cisneros (Deputy General Manager, Planning and Legislative Affairs [Muni]) reviewed the funding sources that were being used for the Third Street Light Rail Project Initial Operating Segment. Providing the CACs' members a copy of the resolution passed by the TA (Attachment 3), he pointed out that the Authority estimated that applying Traffic Congestion Relief Program (TCRP) funds from Phase 1 of the project and deferring the need to issue debt for at least one year, savings would be between \$20 and \$30M, which could be used to support Third Street Light Rail project costs. Mr. Cisneros reiterated that before discussing any significant budget changes an understanding of all funding sources relative to the project must be considered. He stated that Muni need to do more research and has been working with the TA to exactly determine how much the savings will be.

Paul Ward (SFCTA) then gave a brief presentation highlighting the areas of Muni's April 2002 budget where costs seemed significantly higher than when compared to similar projects. He suggested that these areas should be reviewed further to understand if there is a specific justification for the higher costs or whether there may be areas with opportunities for potential savings. Mr. Ward estimated some of the potential savings as follows: 1) Detailed design (\$3.5M), 2) Design support during construction (\$17M to \$20M, and 3) Project Management during construction (\$3M to \$7M). He finished his presentation by discussing four proposed project control principles that could be applied to the project.

Mr. Harris indicated that Muni had not been afforded an advance opportunity to have had review the presentations information prior to the meeting and would have liked to have offered some considerations. Mr. Ward noted that although Muni staff had not seen the details of the presentation, Muni and TA staff had previously held a discussion concerning the project's budget. At that time TA staff had pointed out areas of the project budget that seemed to warrant a closer examination. Mr. Harris commented that there is a philosophical difference between TA and Muni staff in terms of how both staffs see projects delivered. Mr. Harris expressed agreement with Mr. Ward's opinion regarding the efficient management of consultants (project managers). Mr. Harris commented on the apparent management differences between the TA and Muni staff particularly as to Muni's required interfaces with other City Departments. Mr. Harris stated that because of the TA's concerns Muni has internally begun to review in much more detail the work plan and reductions in staff have been shown. Mr. Harris stated that Muni continues to review the work plan for further possible staff reductions.

David Pilpel (MTA CAC) expressed the opinion that the members of both the SFCTA CAC and the MTA CAC may not be qualified to discuss staffing issues and that the focus of the meeting should be limited to the scope of the project. Will Din (SFCTA CAC) stated that the SFCTA CAC saw indications that the scope of the project was being reduced, the cost for the project increasing, and an explanation was being sought. Mr. Din stated that Muni has expressed the view that the scope of the project cannot be completed based on the project's budget. Mr. Din expressed the opinion that as the scope of the project continues to be reduced then the

cost for the project is actually escalating. Mr. Din suggests that Muni needs to manage the budget to conform to what is called for in the scope.

Mr. Ward stated the SFCTA's November 2001 budget item for project managers was in the \$3M range. Current budget item for project managers is in to the \$10M range, which accounts for about \$3M of a \$28M budget shortfall that has to be funded. Mr. Ward commented that it is the SFCTA's staff opinion that in taking away \$3M in project managers would have a minimal impact.

Daniel Murphy stated that staffing issues are difficult matters for a CAC to conclude. In hearing two different versions about the need for project managers, since less is probably correct, prioritizing project elements and other elements in the budget may be more within the scope of competence of the CAC.

Joan Downey and Norman Rolfe (both MTA CAC members) and Jackie Sachs suggested that alternative/additional funding sources should be considered.

4. Funding Options - Information/Action. Maria Lombardo (Deputy Director, Plans & Programs [SFCTA]) agreed with Mr. Cisneros statement that all the TCRP savings would be used to support the Third Street Light Rail project costs. Ms. Lombardo explained that the demand for additional funding today outstrips the funds available. She also clarified the mechanics of the TCRP swap, noting that the TCRP funds will be paid back with Proposition B revenues from the current sales tax revenues collected in the future. The discussion then turned to items that have previously been deferred from the project's scope. They included: 1) Mission Bay Loop (\$1.2M), 2) Southern Intermodal Terminal (\$11M to \$17M), and 3) the MME Paint Shop (\$5M to \$8M). Dennis Tsai (Construction, Project Manager [Muni]) emphasized that the costs were estimates, but sufficient for discussion purposes.

Mr. Rolfe (MTA CAC) suggested as a possible funding source that discussion should occur with the developers in the private sector to assisting in the funding some of the finishing construction work for the Southern Terminal in that the intrinsic appearance of the station would be a benefit to the businesses in the area.

Mr. Ward commented that the TA is not proposing dramatic cuts but desires not to spend more in redesigning the plans than that which would be saved in cost reductions. Mr. Harris commented that of the \$28M deficit it has already been shown that \$13M has been found in closing the deficit. Mr. Harris stated that Items 1-4 of the 3rd Street Light Rail Project Potential Scope Reduction Score Worksheet (Attachment 4) are corrections that have been made.

Mr. Stables requested that items 14 (Southern Terminal), 15 (Mission Bay Loop) and 16 (Metro East Paint Shop) be added as discussion items.

In response to Mr. Pilpel's question regarding the acquisition of Muni Metro East (MME) land and the payback of \$25M, Mr. Moscovich explained that the payback funds are considered as part of the budget. Mr. Harris explained that the Kirkland property and the Mission and Steuart income revenue stream are sourced of income Muni is considering in using as payback of the \$25M.

Dorris Vincent expressed an interest in the MTA CAC continuing discussion regarding the development of the Kirkland property and Muni's plan to develop facilities at Islais Creek.

5. Trade-Off Analysis Workshop. Mr. Ward referred to the worksheet (Attachment 4). The list included potential cost saving options identified by Muni and the TA. Mr. Ward indicated that the intent of the list was to see if the joint CAC's could prioritize the items on the list in an attempt to assist the TA and Muni find a way to deal with the \$15.5M (\$28M minus \$12.7M) shortfall.

Mr. Stables (Chair, MTA CAC) indicated that he wanted to keep the level of discussion at a fairly high level and suggested that priority be given to preserving and/or adding back in parts of the project scope that enhance service and transit operations and service improve safety.

Nia Crowder question items identified in attachment 1 as being possibly eliminated as a whole or could partial implementation of some these items be considered. Mr. Harris stated that there are variations that could be considered during the discussion. Mr. Dennis Tsai (Construction, Project Manager [Muni]) provided both CACs a detailed description of items 5 through 10 of attachment 1 and the effect of eliminating these portions would have on the project, customers and Muni's operations.

After discussion, the joint CACs reached consensus on the following: 1) the TA and Muni should first try to close the budget gap by looking at cost savings that can be achieved without scope reductions; 2) the primary use of the TCRP Savings should be to restore previously deferred items; 3) if scope needs to be reduced and/or all of the deferred items cannot be restored consideration should be given regarding the affects reductions will have on operations, community acceptance, riders' comfort, safety and security; that ticket vending machines (\$1.9M) and the Paint Shop (\$5M to \$8M) can be deferred; 4) look for private sector contributions to the project; and the canopies are vital to passenger comfort and in support of the 1% for art requirement. Mr. Harris expressed concern about potentially slowing down the overall project by adding the Southern Terminus back in, a segment with some unresolved issues. Mr. Moscovich noted that if the issues are not resolved, it is possible to put the money on reserve in the budget for the Southern Terminus.

Muni and TA staff will work together to address the budget issues following the CACs guidance. The results will be presented to the respective CACs at their regular meetings.

Adjourned. The meeting adjourned at 8:00pm:

Attachments:

- 1 SFCTA Notice of Joint Meeting/Agenda of the SFCTA and the MTA CAC of June 19, 2002
Paul Ward (Manager of Capital Projects SFCTA memo of June 13, 2002 (Subject: 3RD Street Light Rail Project Budget Update)
- 2 Third Street Light Rail Project cost presentation to the MTA CAC/SFCTA CAC of June 19, 2002 Joint Meeting
- 3 SFCTA Resolution No. 01-37, File No. FC060401 (Resolution Endorsing The 3rd Street Light Rail Project Financing Plan)
- 4 3rd Street Light Rail Project - Potential Scope Reduction Score Worksheet



SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY

100 Van Ness Avenue, 25th Floor, San Francisco, CA 94102 (415) 522-4800 Fax: (415) 522-4829
E-Mail: info@sfcta.org Website: www.sfcta.org

JOINT MEETING OF THE San Francisco County Transportation Authority And Municipal Transportation Agency Citizens Advisory Committee's

Meeting Notice/Agenda

Date: 6:00 p.m., Wednesday, June 19, 2002

Location: 100 Van Ness Avenue, 25th Floor

- 6:00 1. **Call to Order**
- Introductions by Committee and Staff members (All)
 - Rules of Order (Terry Mischeau, SFCTA CAC Chair)
- 6:05 2. **Overview of the Budget Analysis Process – INFORMATION***
- Need for a revised budget (TA)
 - Tenets to be used in establishing a new project budget (TA)
- 6:20 3. **Cost Review - INFORMATION/ACTION ***
- Goals for this segment: Understanding facts, identifying discrete cost items for trade-offs.*
- 6:20 - Presentations by Authority staff on the status of project costs (TA)
 - 6:25 - Presentations by MUNI staff on the status of project costs (MUNI)
 - 6:30 - Discussion (All)
 - 6:45 - Presentation by MUNI staff on proposed revisions to the cost budget (MUNI)
 - 6:55 - Presentation by Authority staff on proposed revisions to the cost budget (TA)
 - 7:10 - Discussion (All)
- 7:30 4. **Funding Options - INFORMATION/ACTION ***
- Goals for this segment: Understanding size, timing, eligibility and availability of potential additional funding.*
- Presentation identifying potential additional funding sources and the associated opportunity costs. (TA/ MUNI)
- 7:40 5. **Trade-Off Analysis Workshop – INFORMATION/ACTION**
- Goals of this segment: Develop two alternative budgets using the information from items 2, 3 and 4.*
- 7:55 6. **Public Comment**
- 8:00 7. **Adjournment**

* Materials Attached

This meeting location is wheelchair accessible. In order to allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting, individuals are requested to refrain from wearing perfume or other scented products. All times shown are for information only. Items will be called at the discretion of the Chair.



SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY

100 Van Ness Avenue, 25th Floor, San Francisco, CA 94102

(415) 522-4800 Fax: (415) 522-4829

E-Mail: info@sfcta.org Website: www.sfcta.org

MEMORANDUM

DATE: June 13, 2002

TO: Citizens Advisory Committee

FROM: Paul Ward
Manager of Capital Projects

SUBJECT: INFORMATION/ACTION: 3rd Street Light Rail Project Budget Update

SUMMARY As a result of a series of events it has become necessary to revise the Third Street Light Rail Project Budget. At the request of the Authority's CAC, a joint CAC meeting is being held with the MTA CAC to discuss the budget. On May 7, MUNI submitted a draft revised project budget for our review. Our approach to the review of this budget has been multi-faceted with the eventual goal to allow the Authority Board to make an informed policy level decision at its July meeting. The revised budget includes a \$28.4 million dollar in the overall cost of the Project. This is about 5% of the overall cost of the project. MUNI has proposed ten items that could be deferred or eliminated to help keep the project within the original budget. Included in this memo is a brief summary of the budget, MUNI cost reduction proposals, and comparisons of the budget categories. Further analysis and options will be presented at the joint CAC meeting. The meeting is intended as an opportunity for both CACs to review cost information, consider potential trade-offs and provide guidance to staff in preparation for the full CAC meeting on June 26, and the July discussion of the budget by the Plans and Program Committee and the Board. **This is an information/action item.**

BACKGROUND

This memorandum serves to inform the TA and MTA CAC about the proposed MUNI cost budget for the Third Street Light Rail Project. After the joint CAC session, we expect the MTA and Authority CAC to consider recommendations of the budget at their respective meetings. The Plans and Programs Committee will consider the item and take action at the July 8 meeting.

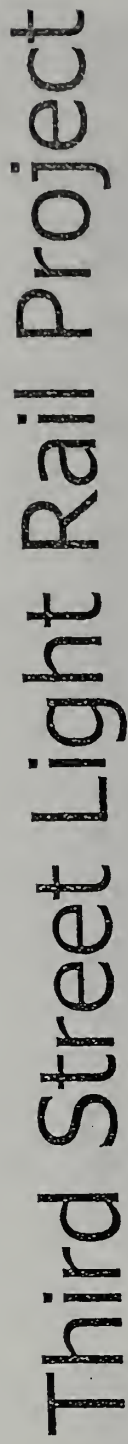
A number of events have occurred that have necessitated the review of the 3rd Street Light Rail Project cost budget.

- In late 2001, Authority staff issued an early warning to MUNI that cost trends would put the project beyond the original allocation for detailed design. MUNI has subsequently acknowledged an estimated cost at completion in excess of \$8 million over the allocated amount.
- The substantial completion of the detail design phase indicated a significant increase in the engineer's estimate for various segments including C, E, and J, which resulted in the planned deferral of the Mission Bay Loop.
- The local community has expressed a need for a greater involvement in the project. This involvement prompted MUNI to develop a \$5.5 million Community Outreach Program, after which MUNI advertised several of the project construction segments. A condition placed on the allocation of the Outreach Program funds (per CAC and TA Board guidance) was that MUNI absorb it within the existing budget. Both the CAC and Authority Board indicated that no future funding would be provided prior to a full analysis of an updated project budget.

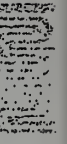
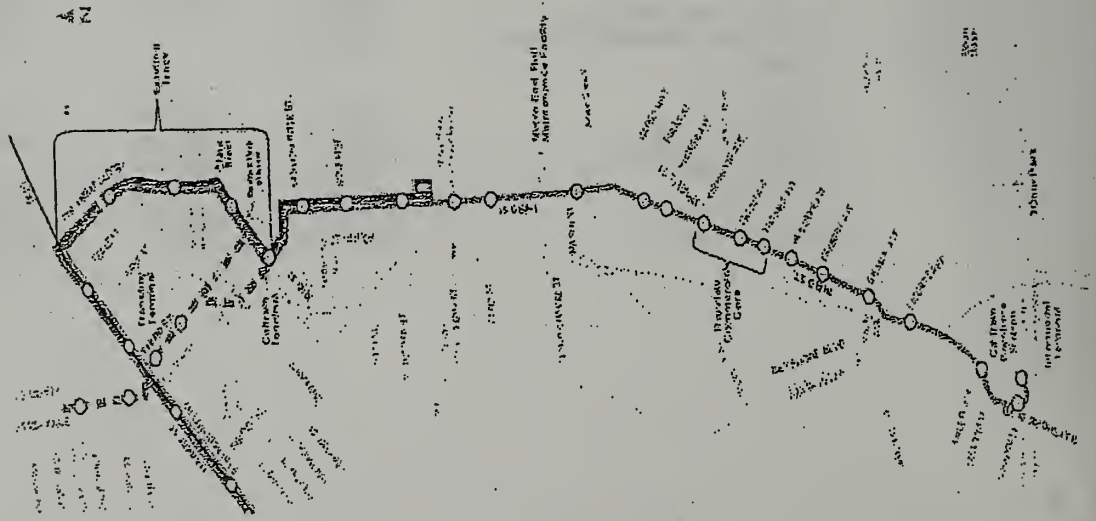
2. **Recognize Savings in Project D Bid Opening (\$4.975 million):** The bid openings for Segment D came in approx \$5.0 million below the budgeted amount. When allowances and contingencies are factored in, a net reduction of \$4.975 million is achieved.
3. **Correction of the budget for Mobilization and Demobilization (\$5.742 million):** Due to an error, the mobilization and demobilization elements of Segments C, E, and H were accounted for in both the mobilization and construction contract line items.
4. **Muni Staff Reductions (\$1.03 million):** Muni has reviewed their staffing plans and has determined that a reduction of \$1.03 million is possible. This is 1.4% of the total construction phase staff costs under the direction of MUNI.
5. **SFCTA Oversight Cost Reductions (\$530k):** Muni has recommended that the Authority reduce its oversight budget by \$530k. This is a reduction of 67% of the Authority's proposed staff costs during the construction phase.
6. **Elimination of the Ticket Vending Machines (\$1.9 million):** It is currently planned to have ticket vending machines at each station. If the machines were eliminated, patrons requiring tickets would be required to purchase them on-board.
7. **Eliminate Station Canopies (\$9.6 million):** This option would eliminate the canopies at the stations. Several options and implications need to be analyzed, including providing standard glass shelters (as in the F-Line and most other surface metro lines.) Implications for signage and design costs also need to be evaluated.
8. **Eliminate the Closed Circuit Televisions Cameras (CCTV) and the SCADA system (\$2.5 million):** This would eliminate the CCTV's that are used to monitor the vending machines at the stations. There is no real time monitoring planned. The SCADA system is used by MUNI to monitor and communicate the status of the Light Rail systems.
9. **Eliminate Station Finishes at Mission Rock and South Street Stations (\$400,000):** This would eliminate the station finishes for these two stations. These two stations are located in the Mission Bay development and would not see significant use for several years.
10. **Reduce Segment F by one station (\$1.32 million):** This option would shorten the line at the Visitation Valley portion by one station. The terminal stop would be located at Leland instead of Sunnydale.

3rd Street Light Rail Budget Comparison

	April 2002	Nov 2001	Difference	% Change
Detailed Design				
Support Costs				
City Staff				
MUNI Staff				
Project Management	6,021,328	3,577,982	2,443,347	68.29%
Engineering Services	11,028,454	7,418,001	3,610,453	48.67%
Construction Mgt	140,536	81,668	58,868	72.08%
Total MUNI Staff	17,190,318	11,077,650	6,112,668	55.18%
Dept of Public Works				
DPW-BOE				
BOE-Electrical	1,820,840	87,000	1,733,840	1992.92%
BOE-Landscape	371,379	-	371,379	
BOE-Mechanical	306,252	-	306,252	
BOE-Hydraulics	919,731	-	919,731	
BOE-Civil/Roadway	548,878	53,036	495,842	934.92%
BOE-Civil/Roadway-Utilities	-	-	-	
BOE-Proj Mgt	727,491	-	727,491	
BOE-Proj Mgt-Utilities	1,991	-	1,991	
BOE-Structural	475,588	3,443,576	(2,967,988)	-86.19%
Total DPW-BOE	5,172,150	3,583,612	1,588,538	44.33%
DPW-BOA	868,571	747,567	121,004	16.19%
DPW-BCM				
BCM-Site Assessment	170,310	131,899	38,411	29.12%
BCM-Surveys	217,925	114,007	103,918	91.15%
Total DPW-BCM	388,234	245,906	142,328	57.88%
DPW-BSM	-	10,000	(10,000)	-100.00%
DPW-BSSR	16,000	-	16,000	
DPW-Quality Assurance	-	-	-	
DPW-Outside Source	370,128	109,064	261,064	239.37%
DPW-General	15,175	81,467	(66,292)	-81.37%
Total-Dept of Public Works	6,830,257	4,777,616	2,052,641	42.96%
Dept of Parking & Traffic	868,484	838,845	29,640	3.53%
Dept of Public Health	500	2,000	(1,500)	-75.00%
Dept of Real Estate	-	2,811	(2,811)	-100.00%
Port of SF	25,000	2,000	23,000	1150.00%
PUC	2,000	5,000	(3,000)	-60.00%
SF Water Dept	10,000	15,000	(5,000)	-33.33%
Total City Staff	24,926,559	16,720,922	8,205,638	49.07%
Consultants				
Design				
RWQCB	1,000		1,000	
AGS/GFI	5,042,468	4,673,250	369,218	7.90%
WPK Third Street	5,509,553	5,336,690	172,863	3.24%
Other Consultants	29,769	117,000	(87,231)	-74.56%
Total Design Consultants	10,582,789	10,126,940	455,849	4.50%
QA/QC	453,600	453,600	-	0.00%
Total Consultants	11,036,389	10,580,540	455,849	4.31%
SFC Transportation Authority	85,000		85,000	
SFC TA Project Management Oversight	225,000		225,000	
Insurance	-		-	
Real Estate	-		-	
Other Direct Costs	602,072	904,745	(302,673)	-33.45%
Subtotal, Support Costs	36,875,020	28,206,207	8,668,814	30.73%
Contingency, Support Costs	1,036,945	1,036,945	-	0.00%
Art Enrichment	343,021	343,021	(0)	0.00%
Total, Support Costs	38,254,986	29,586,173	8,668,814	29.30%
Total Detailed Design	38,254,986	29,586,173	8,668,814	29.30%



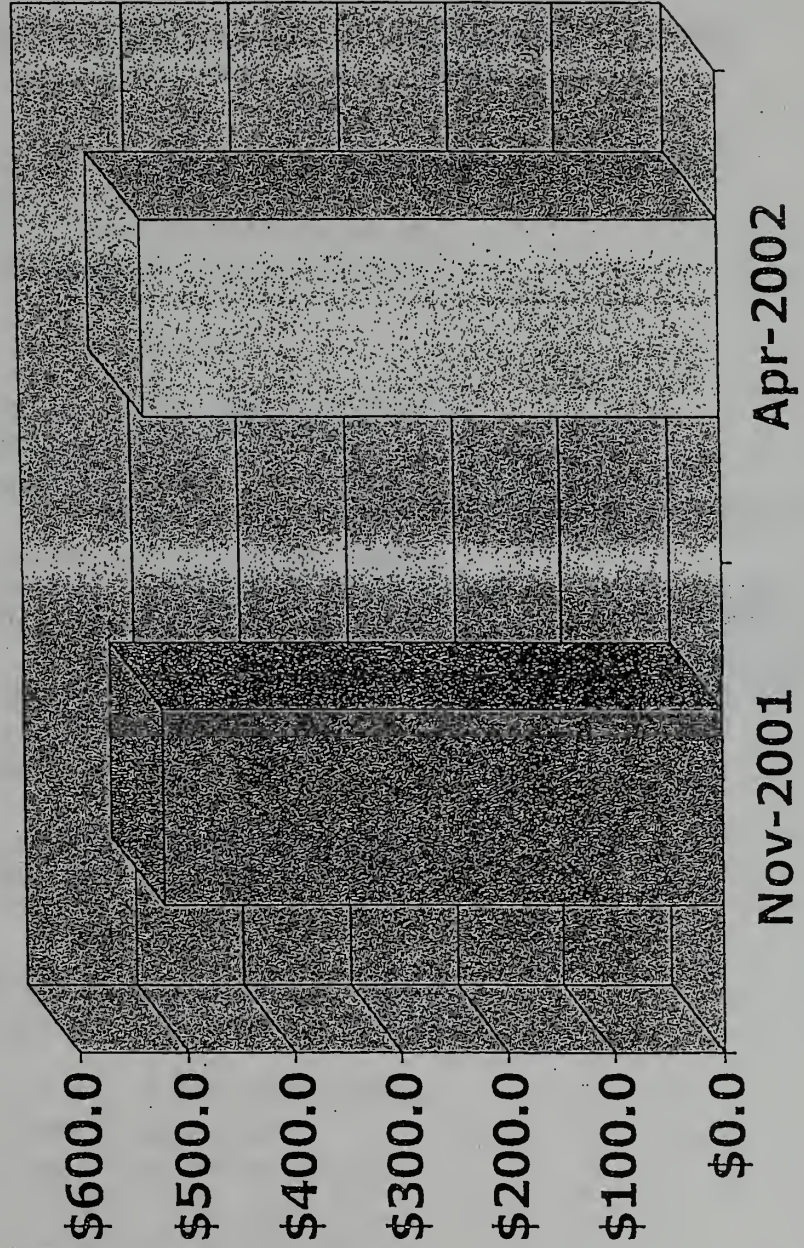
San Francisco County Transportation Authority
Citizen's Advisory Committee

Municipal Railway
City & County of San Francisco



Total Project Budget Growth

2.8 %



San Francisco County Transportation Authority

The foregoing Resolution was passed and adopted by the San Francisco County Transportation Authority at a re-scheduled meeting thereof, this 25th day of June, 2001 by the following vote:

Ayes: Commissioners Ammiano (Chair), Daly, Gonzalez, Hall, Leno, Maxwell, McGoldrick, Newsom, Peskin Sandoval, and Yee - 11

Nayes: None - 0

Chairperson

Date

ATTEST:

Interim Executive Director

Date

0.3
/02

Municipal Transportation Agency Citizens' Advisory Council (CAC) City & County of San Francisco

Notice of Meeting and Agenda

Thursday, July 11, 2002 at 5:30pm
401 Van Ness Avenue, Room 334 (Conference Room)
San Francisco, CA

Members:

Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Daniel Murphy, Bruce Oka,
David Pilpel, Norman Rolfe, Linton Stables,
Dorris Vincent, Daniel Weaver, Tom Wetzel

Committees:

Service Design and Marketing (SDMC)

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent

Service Reliability and Quality (SRQC)

Joan Downey (Chair), Sue Cauthen,
Daniel Murphy, Bruce Oka, Norman Rolfe

Engineering and Maintenance (EMC)

Nia Crowder (Chair), Linton Stables,
Daniel Weaver, Tom Wetzel

Finance and Administration (FAC)

Daniel Murphy (Chair), Sue Cauthen, Ellen Hayes,
David Pilpel, Bruce Oka, Tom Wetzel

Safety, Training & Accessibility (STAC)

Bruce Oka (Chair), Daniel Weaver, Linton Stables

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-6873 Voice (415) 554-4103 Fax

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Disability Access

This meeting will be held in Room 334 (Conference Room) at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' Building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni bus line nearest the meeting location is the 47 Van Ness. The closest MUNI Metro stop is the Van Ness Muni Station, where one can transfer to a 47 Van Ness bus. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Vincent Dunlap at least 72 hours in advance of need at (415) 554-6873.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Use of Cell Phones, Pagers, and Similar Sound-Producing Electronic Devices

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Know Your Rights Under the Sunshine Ordinance **(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the peoples' business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the peoples' review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Avenue, Room 334, during regular business hours. Notices and agendas are posted on Muni's website at <http://www.sfmuni.com/cac>.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, City Hall, Room 409, San Francisco, CA 94102-4683; by phone (415) 554-7724; by fax (415) 554-5163 or by email at Donna_Hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Campaign and Governmental Conduct Code, Section 2.100, to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317, or visit their website at <http://www.ci.sf.ca.us/ethics/>.

1. The purpose of this document is to provide a comprehensive overview of the project's progress and to identify any potential risks or issues that may arise during the implementation phase.

2. The project has been successfully completed, and the results have been reviewed and approved by the relevant stakeholders. The project has been completed on time and within budget.

3. The project has been completed, and the results have been reviewed and approved by the relevant stakeholders. The project has been completed on time and within budget.

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14. The project has been completed, and the results have been reviewed and approved by the relevant stakeholders. The project has been completed on time and within budget.

15. The project has been completed, and the results have been reviewed and approved by the relevant stakeholders. The project has been completed on time and within budget.

**Municipal Transportation Agency
Citizens' Advisory Council (CAC)**

AGENDA

Regular Meeting

Thursday, July 11, 2002 at 5:30pm

401 Van Ness Avenue, Room 334 (Conference Room)

- | | |
|---|------|
| 1. Call to Order/Roll Call | 5:30 |
| 2. Review and Adopt Minutes (Discussion/Action Item):
MTA CAC Draft Minutes of June 6, 2002 (Attachment) | 5:35 |
| 3. Public Comment | 5:40 |
| 4. Report of the Chair (Discussion/Action Item) | 5:45 |
| 5. Staff Report - Paul Czechowicz, MTA CAC Staff Liaison (Attachment)
(Discussion/Action Item) | 5:55 |
| 6. Election of MTA CAC Officers (Discussion/Action Item) | 6:05 |
| 7. MTA CAC Service Design & Marketing Committee (SDMC) Recommendation
(Discussion/Action) | 6:15 |
|
WE ENDORSE THE STAFF RECOMMENDATION RELATIVE TO THE 80, 81, AND 82
CALTRAIN EXPRESS SERVICE CHANGE. HOWEVER, WE URGE STAFF TO SEEK
OTHER REVENUES TO SUPPORT THESE SERVICES FROM THE JPB, PRESIDIO
TRUST OR OTHER SOURCES. | |
| 8. Draft Resolution on priorities and funding for the Third Street Light Rail
Project (Attachment) (Discussion/Action Item) | 6:30 |
| 9. MTA CAC Finance and Administration Committee (FAC) Recommendation on
Use of Lease/Leaseback Revenue (Discussion/Action Item) | 6:45 |
| 10. MTA CAC Finance and Administration Committee (FAC) Recommendation on
TWU Local 250A Memorandum of Understanding (MOU) Amendment
Regarding Retirement Pick-up and 1% Pay Premium (Discussion/Action Item) | 7:00 |
| 11. Report of MTA CAC Task Force Committee For Improving MTA CAC Effectiveness
– Ellen Hayes, Chair, MTA CAC Task Force Committee
(Discussion/Action Item) | 7:15 |
| 12. Review of Outstanding CAC Information Requests (Discussion/Action Item) | 7:25 |
| 13. Council Members' Questions and Comments (Discussion/Action Item) | 7:35 |

14. Committee Reports (Discussion/Action Item)
[Proposed deferred to the next meeting]

7:45

a. Safety, Training and Accessibility (STAC)

Last meeting held: December 13, 2001

Next meeting to be determined, 1145 Market, 5th floor, 3:00 PM

Pending Item:

b. Finance and Administration (FAC)

Last meeting held: July 9, 2002

Items Discussed: Retirement Pickup Agreement, Transit Impact Development Fee (TIDF)/SoMa Service, Fiscal Year 2001 Audit, Translink, Use of Leaseback Funds

Next regular meeting August 13, 2002, 401 Van Ness, Rm. 334, 5:45 PM

(1) Pending Items:

(a) Fiscal Controls

(b) San Francisco Municipal Railway Improvement Corporation (SFMRIC)

(c) Budget Documents Preparation & Presentation

(d) Use of Lease Back Findings

(2) MTA CAC Finance and Administration (FAC) Budget & Reengineering Task Force

Last meeting held July 9, 2002

Items Discussed: Mission, Scope and Work Plan of the Task, Platform Budget, Schedule Regular Meeting Time and Date

c. Engineering and Maintenance (EMC)

Last meeting held May 16, 2002.

Items Discussed: Preliminary Cost and Infrastructure Report For The New Compressed Natural Gas (GNG) Bus Pilot Program

Next regular meeting July 18, 2002, 1145 Market, 3rd Floor, 4:00 PM

(1) Pending Items:

(a) N – Judah Rail Replacement Project

(b) Compressed Natural Gas (CNG) Pilot Program Update

(c) Facilities Management Plan: Infrastructure and Project Relationships
Between Muni, CalTrains, and Bay Area Rapid Transit (BART)

d. Service Design & Marketing (SDMC)

Last meeting held: June 17, 2002

Items Discussed: Trolley Coach Service Expansion Plan, 80X/81X/82X CalTrain Express, Ridership Demographics Study, 78 Bayview Special, New Transfer Policy Approval Process and Implementation, Status of South of Market and Potrero Hill Service Change, Status of Proposed New Scheduling System, Schedule Changes Pending for Future Signups, Fiscal Year 2002-03 Budget, Service Adjustments and Potrero Run Cuts, Maximum Equipment Demand and Recapitulation of Schedules for FY2001-02 Signups, MTA/Muni Website, Status of Public Timetable Book, Promotion of Muni Services to Cultural Events, Consolidation of Passenger Brochures/Flyers/Newsletters/Notices

Next regular meeting July 15, 2002, 401 Van Ness, Room 334, 5:30 PM

(1) Pending Items:

(a) 2002-2003 Work Plans

(b) Data Collection Plan

(c) Trolley Coach Service Expansion Plan

(d) Graphics and Design Guidelines

(e) Marketing Review

The first part of the document discusses the importance of maintaining accurate records of all transactions.

It is essential to ensure that all data is entered correctly and that the system is updated regularly.

The second part of the document outlines the procedures for handling customer inquiries and complaints.

Customers should be treated with respect and their concerns should be addressed promptly.

The third part of the document describes the methods for analyzing sales data and identifying trends.

Regular analysis of sales data can help identify areas for improvement and opportunities for growth.

The fourth part of the document discusses the importance of maintaining a high level of customer service.

Excellent customer service is a key factor in building a successful business and maintaining a loyal customer base.

The fifth part of the document outlines the steps for implementing a new business strategy.

Successful implementation of a new strategy requires careful planning and execution.

The final part of the document provides a summary of the key points discussed throughout the document.

e. Service Reliability and Quality (SRQC)

Last meeting held June 24, 2002

Items Discussed: Passenger Service Reports (PSRs), 30 Marina Express PM Schedule, Service Standards Methodology,

Next regular meeting July 22, 2002, 2002, 401 Van Ness, Room 334, 5:30 PM

(1) Pending Items:

- (a) 39 Coit Service
- (b) Proof of Payment (POP) Presentation
- (c) PSR Process
- (d) Department of Parking and Traffic (DPT)/Service Planning
- (e) Station Operations
- (f) M-Line and N-Line Studies Conducted by Rescue Muni Metro Committee
- (g) August - Bus Cleaning
- (h) September - Muni Inspectors

15. Adjournment

8:00

Next regular meeting August 1, 2002, 401 Van Ness, Room 334, 5:30PM

a. Pending Items:

- (1) Short Range Transit Plan (SRTTP) and Capital Improvement Program (CIP) Projects Presentation
- (2) Department of Parking and Traffic Budget and Operations Plan for Fiscal Year 2003
- (3) Sunshine Ordinance Training
- (4) Application Integration Project: Rollout of Software Systems - Deborah Denison, Superintendent Performance Monitoring and Analysis (Operations) and Kylie Grenier, Project Manager (Finance)

b. MTA CAC Task Force on Improving CAC Effectiveness

Last meeting held June 17, 2002

Items Discussed: Recommendations to Improve CAC Effectiveness

Next meeting: To be determined.

Attachments:

- § MTA CAC Draft Minutes of June 6, 2002 (Agenda Item 2)
- § Staff Report (Agenda Item 5)
- § Draft Resolution on Priorities and Funding for the Third Street Light Rail Project (Agenda Item 9)

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 3, 1862. It is a very important document, as it contains the President's views on the state of the Union and the progress of the war.

2. The second part of the document is a report from the Secretary of the War Department, dated January 10, 1862. It contains a detailed account of the military operations of the Army during the year 1861, and a statement of the condition of the Army at the beginning and end of the year.

3. The third part of the document is a report from the Secretary of the Navy Department, dated January 10, 1862. It contains a detailed account of the naval operations of the Navy during the year 1861, and a statement of the condition of the Navy at the beginning and end of the year.

4. The fourth part of the document is a report from the Secretary of the Department of the Interior, dated January 10, 1862. It contains a detailed account of the operations of the Department during the year 1861, and a statement of the condition of the Department at the beginning and end of the year.

5. The fifth part of the document is a report from the Secretary of the Department of the Treasury, dated January 10, 1862. It contains a detailed account of the operations of the Department during the year 1861, and a statement of the condition of the Department at the beginning and end of the year.

6. The sixth part of the document is a report from the Secretary of the Department of the State, dated January 10, 1862. It contains a detailed account of the operations of the Department during the year 1861, and a statement of the condition of the Department at the beginning and end of the year.



Municipal Transportation Agency
Citizens' Advisory Council
City and County of San Francisco

FINAL MINUTES
of
Regular Meeting

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Thursday, July 11, 2002, 5:30 p.m.
401 Van Ness Avenue, Room 334
San Francisco, CA

1. Call to Order/Roll Call:

The meeting was called to order at 5:30 p.m.

- a. **Members Present:** Linton Stables (Chair), David Pilpel (Vice Chair),
Art Cimento, Sue Cauthen, Nia Crowder,
Daniel Murphy, Bruce Oka, Norman Rolfe,
Dorris Vincent, Daniel Weaver
- b. **Members Absent:** Joan Downey, Ellen Hayes, Tom Wetzel
- c. **Staff Present:** Paul Czechowicz, Staff Liaison
Vincent Dunlap, CAC Secretary
Michael Cronbach, Service Planning

2. Review and Adopt Minutes.

Dorris Vincent made the following motion, which was seconded by Bruce Oka:

MOTION: THAT THE MINUTES OF THE REGULAR MEETING OF THE MTA CAC BE ADOPTED WITH THE CORRECTION THAT SUE CAUTHEN BE REPORTED AS PRESENT VICE ABSENT.

The motion unanimously passed.

3. **Public Comment.** The Chair noted that in that there were no members of the public present at this time and that further opportunity for public comment would be made available regarding specific agenda items.

4. **Report of the Chair.** Linton Stables reported having attended the MTA Board meeting of June 18th and provided report of the Council's actions. Mr. Stables indicated that he was unable to attend the Muni/Department of Parking and Traffic (DPT) Task Force Merger meeting. However, the task force will continue although the merger has been effected. Mr.



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Stables indicated that the new representative to the task force per the pending new Council Chair's decision would consider the issues relative to the concern of the MTA CAC.

Norman Rolfe inquired if the Council was the Citizens' Advisory Council (CAC) for DPT. Mr. Stables responded that officially the Council is the CAC for the Municipal Transportation Agency (MTA), which includes parking and traffic as a result of the recent merger. Mr. Stables recommended that the MTA CAC hold discussion regarding the Council's scope relative to parking and traffic issues. Mr. Stable further explained that there was not a specific CAC for the DPT, yet there was involvement with groups such as a bicycle advisory and a separate pedestrian task force.

5. Staff Report. Paul Czechowicz commented that the staff report has been provided in writing and ask for questions/comments. Mr. Stables expressed the opinion that in that Gay and Lesbians' Freedom Day is one of the largest public events in the city and the transportation during this event was excellent and significant improvements in service during this event has been noted over the years.

6. Election of MTA CAC Officers. Mr. Stables stated that the Council is electing a Chair and Vice-Chair and asked for nominations for Chair. Mr. Rolfe nominated Daniel Murphy, which was seconded by Nia Crowder. Mr. Stables closed nominations after asking and hearing no other nominations. A vote for accepting the nomination of Daniel Murphy as Chair was taken. The nomination was unanimously accepted. Mr. Murphy expressed his thanks and appreciation to the Council's members. He extended a special thanks to Mr. Stables for his contributions and service during his tenure as Chair. Mr. Murphy indicated his desire to have the Council and its Committees effectively collaborate as Muni develops policy that affects the function of the organization and delivery of service. Mr. Murphy assumed the duties of MTA CAC Chair at this time.

As Chair, Daniel Murphy called for nominations for the election of the Council's Vice Chair. Mr. Rolfe nominated David Pilpel, which was seconded. Dorris Vincent nominated Ms. Crowder, which was seconded by Bruce Oka. After each nominee addressed the Council, the Chair called for a hand count of votes regarding Mr. Pilpel's nomination. A hand count of three (3) votes was indicated for Mr. Pilpel. Subsequently, the Chair called for a hand count of votes for Ms. Crowder. A hand count of six (6) was indicated for Ms. Crowder. The Chair indicated that under City's Charter, it requires eight (8) votes to elect an officer and the election of Vice-Chair could be continued later in the meeting should absent members arrive. Following a discussion of voting requirements Mr. Stables moved the following, which was seconded by Dorris Vincent:

MOTION: THAT THE COUNCIL DELAYS THE VOTE FOR MTA CAC VICE-CHAIR TO LATER IN THE MEETING AT THE CALL OF THE CHAIR.

The Chair indicated that under the rules Mr. Pilpel continues as Vice-Chair so long as there isn't an election of a new Vice-Chair. Mr. Stables then called a Question on the Motion. The Chair then called for a vote.

The motion unanimously passed.

7. MTA CAC Service Design & Marketing Committee (SDMC) Recommendation:

MOTION: WE ENDORSE THE STAFF RECOMMENDATION RELATIVE TO THE 80, 81, AND 82 CALTRAIN EXPRESS SERVICE CHANGE. HOWEVER, WE URGE STAFF TO SEEK OTHER REVENUES TO SUPPORT THESE SERVICES FROM THE JPB, PRESIDIO TRUST OR OTHER SOURCES.

Mr. Pilpel briefed the Council by stating that the Peninsula Corridor Joint Powers Board (JPB) which oversees CalTrain has been funding the 80, 81, and 82 CalTrain Expresses under the current agreement in the amount of about \$600,000 a year. Because of their budget shortfalls the JPB is reducing their level of support to about \$200,000. Muni Staff has engaged the Presidio Trust, which provides supplemental funds for the 82 Presidio. Mr. Pilpel indicated that it was Muni's position that there was no additional funding available in the Muni budget, no funding to underwrite the cost of the services absent the aforementioned subsidy nor is there any budgeting available from any other source. Mr. Pilpel further stated that Muni did not see fit to continue to run the services without that subsidy. So, the proposal list before the MTA Board on Tuesday, July 16th, is to reduce morning service on the 80 and 81 routes, discontinue afternoon service on the 80 and 81 routes and reduce by a couple of trips the 82 route, leaving most of the 82 route intact. The Committee recognizes the staff recommendation concerning the 80, 81 and 82 Expresses service change as a necessity. Michael Cronbach (Service Planning) furthered the briefing by discussing the routes of the express services and the uniqueness of the 82 Presidio Express route.

The Chair indicated that since the item is before the Council a second to the motion is not required and then called for a vote.

The motion unanimously passed.

8. Draft Resolution on priorities and funding for the Third Street Light Rail Project.

WHEREAS, a joint meeting of the SFCTA CAC and the MTA CAC was held on June 19, 2002, at which potential scope reductions and other budget considerations concerning the Third Street Light Rail Project (the Project) were discussed, and;

WHEREAS, it was noted that in the course of developing the Project several changes in scope have been made—both additions and subtractions—that have had the appearance of increasing the total cost while decreasing the scope, and;

WHEREAS, several alternatives for reduction in costs were discussed, including further reductions in scope, reductions in financing expenses, and reduction in design/engineering/management costs;

THEREFORE BE IT RESOLVED, the MTA CAC recommends the following:

- Muni and SFCTA staffs should meet to review non-scope reductions, (Items 1-5 and 11-13 on the list of options presented at the meeting) for possible cost savings.
- Use TCRP savings to restore previously deferred scope items (Items 6-10, 14, and 15 from the list). Review of previous deferrals should consider the objectives of the whole Project, however, returning them to the scope of the project should in no way harm the timeline or feasibility of the Project.
- Investigate and use other possible funding, such as private payments to accomplish scope items that mainly benefit private entities, additional cost savings as construction bids are received, grants for particular items in the list (such as security cameras).
- In determining deferrals or reductions in scope, consider the effects they would have on Muni operations, community acceptance, and riders' comfort and safety. Also consider the impact that such deferrals and reductions would have on future operating budgets.
- In determining deferrals in scope, consider partial deferrals, such as installation of some ticket vending machines, but not all, or installation of station canopies on inbound platforms only.

The Chair indicated that this is a follow-up item from the joint meeting the Municipal Transportation Authority Citizens' Advisory Council (MTA CAC) had with the San Francisco County Transportation Authority Citizens' Advisory Council (SFCTA CAC). Mr. Stables indicated in that the MTA CAC did not formalize a committed to draft the resolution, so as Chair he drafted the resolution since it was agreed that a formal response would be submitted as a result of the joint meeting. Mr. Stables indicated that purpose of the joint meeting was for the MTA CAC and the SFCTA CAC to serve as an interface between Muni's and the Transportation Authorities Staffs in resolving issues surrounding the scope and budget for the Third Street Light Rail Project, and provide requested guidelines concerning potential scope reductions.

Mr. Rolfe requested a list of the items being considered for potential scope reductions. Ms. Vincent responded that the list was provided in the information package to the joint meeting.

Mr. Pilpel recommended that, "but not all, or installation of station canopies on inbound platforms only" be stricken from the fifth bullet to the draft resolution.

The Chair recommended that explicit comment should be included addressing the issue of not deleting the station canopies. Ms. Vincent was agreed. The Chair then requested proposed language addressing the issue of not deleting the station canopies.

Mr. Stables recommended that the sentence, "Specifically, we recommend against deleting station canopies." be added to the fourth bullet to the draft resolution between the first and second sentence.

Daniel Weaver moved that the resolution be adopted as amended.

Mr. Rolfe indicated that the fifth bullet to the proposed resolution would have to be amended. The Chair responded that the Council did talk about deleting wording from the fifth bullet following "but not all...". Therefore the fifth bullet would read, "In determining deferrals in scope, consider partial deferrals, such as installation of some ticket vending machines, but not all."

Mr. Stables seconded the motion.

The Chair then called for any further discussion. Mr. Pilpel recommended that the sentence to be added to the fourth bullet between the first and second sentence changed to read, "Specifically, we recommend against deleting or deferring any station canopies."

Ms. Vincent stated at the joint meeting she expressed her concerns regarding the deleting or deferring of station canopies and suggested at that time that if for financial reasons the canopies had to be delayed that would be acceptable only if necessary.

The Chair then called for a vote on the resolution as adopted.

The vote to adopted the resolution as amended unanimously passed.

Mr. Pilpel recommended that in sending the letter transmitting the adopted resolution could we request not only a response but also to be kept updated as to the status of these issues. The Chair responded that he would see to it that the MTA Board and Muni understands that the Council desires to be kept abreast of developments in this regard. The Chair indicated that there would probably be another decision junction in the future concerning the 3rd Street Light Rail Project. Mr. Stables indicated that it was clear to everyone that it is understood that the below chart would be added as an attachment to the resolution.

3rd Street Light Rail Project
Potential Scope Reduction Score Worksheet

No.	Source	Item	Value	Rank
1	MUNI	Reduce Overhead Expenses	\$ 1,375,376	
2	MUNI	Segment D Reductions	\$ 4,523,054	
3.	MUNI	Budget Corrections	\$ 5,742,354	
4	MUNI	Muni Staff.Reductions	\$ 1,031,180	
5	MUNI	SFCTA Staff Reductions	\$ 530,971	
6	MUNI	Ticket Vending Machines	\$ 1,900,000	
7	MUNI	Station Canopies	\$ 9,600,000	
		A) All Canopies		
		B) 1/2 Canopies		

No.	Source	Item	Value	Rank
8	MUNI	CCTV & SCADA	\$ 2,500,000	
		A) Both CCTV and SCADA		
		B) CCTV's Only		
9	MUNI	Mission Rock & South Street Station Finishes	\$ 400,000	
10	MUNI	Reduce Segment F	\$ 1,319,437	
11	SFCTA	Reduce Detailed Design Budget	\$ 3,500,000	
12	SFCTA	Reduce Design Support During Construction	\$10,000,000	
13	SFCTA	Reduce Project Management During Construction	\$ 5,000,000	

9. MTA CAC Finance and Administration Committee (FAC Recommendation on Use of Lease/Leaseback Revenue:

MOTION: THE MTA CAC RECOMMENDS THAT AT LEAST A MAJORITY IF NOT ALL OF THE PROCEEDS FROM THE BREA LEASE/LEASEBACK TRANSACTIONS (FIRST TRANCHE) BE USED TO ESTABLISH AN OPERATING RESERVE AND/OR RESERVE FOR LIABILITIES INSTEAD OF CAPITAL EXPENSES.

The Chair indicated that this was an item approved at the Finance and Administration Committee meeting on July 9th and requested that Mr. Pilpel introduce the item. Mr. Pilpel indicated that Muni has concluded the Lease/Leaseback Transactions with some tax advantage. The bottom line is a result in a \$35½M one-time availability of funds. Mr. Pilpel stated that it was Muni's intentions to use the money for a variety of projects; that a project list is being developed and there is some \$100M in projects being considered for possible funding in part with the \$35½M. Mr. Pilpel further stated that Muni intends is to use the money for capital projects for one-time use only. He added, at the same time, there is a substantial shortfall of \$1.2B in the Capital Program, which is a huge policy issue that we need to deal with at the CAC at some point soon. Mr. Pilpel reminded the Council that the MTA CAC had previously urged that an operating reserve be created as part of the operating budget. Mr. Pilpel stated that Muni Staff has indicated that there are difficulties in establishing an operating reserve now given the reduction in the operating budget. Mr. Pilpel commented that Muni is planning to develop a final list of items to be funded from this one-time source sometime next month or in September. In advance of the development of the final list of items to be funded from this one-time source, Mr. Pilpel indicated that it was the Committee's intention to alert Muni of the Council's concern that some of those funds be set aside for an operating reserve or a reserve for liabilities might be an additional or better use of such funds. Mr. Murphy commented that to clarify the reserve for liabilities point made by Mr. Pilpel, Gigi Harrington (Deputy General Manager, Finance and Administration) in a presentation made to the Finance and Administration Committee indicated that given extra cash that could be applied for operating reserve, it might be more cost efficient for Muni to apply those monies to unfunded liabilities which might provide a greater return on investments. Mr. Pilpel commented in terms of an operating reserve, his understanding is that special districts, school districts, and other agencies that have there own independent budget are required under state law to have an operating reserve. To the extent that Muni

has a separate fund, Mr. Pilpel expressed the view that responsibly Muni should develop an operating reserve. Mr. Weaver, Mr. Stables and Mr. Cimento questioned if Muni would have sole proprietarily access to such a reserve fund, all interest accrual and would such a reserve fund impact the general fund contribution to Muni? The Chair and Mr. Pilpel were of the opinion that such an operating reserve funds would be solely accessed and controlled by Muni.

Mr. Stables Called the Question. The Chair then called for a vote on the recommendation.

The motion unanimously passed.

10. MTA CAC Finance and Administration Committee (FAC) Recommendation on TWU Local 250A Memorandum of Understanding (MOU) Amendment Regarding Retirement Pick-up and 1% Pay Premium:

MOTION: THE MTA CAC RECOMMEND THAT THE MTA BOARD DISAPPROVE THE PROPOSED AMENDMENT TO TWU, LOCAL 250A (9163) MEMORANDUM OF UNDERSTANDING (MOU) REGARDING PICKUP OF EMPLOYEE RETIREMENT CONTRIBUTION AND CREATION OF AN ONGOING ONE PERCENT (1%) PAY PREMIUM.

The Chair requested that Mr. Pilpel address the Council providing background on the proposed recommendation. Mr. Pilpel indicated that a special meeting of the MTA CAC was held on June 17th regarding the budget and a number of recommendations addressing budget changes. Two of the changes included reducing the Muni Improvement Fund (MIF) by \$475,000 and reducing platform budget without impacting service by about \$500,000. Mr. Pilpel stated that his understanding was that in the event the labor deal is agreed to and money is made available in the current year, the MIF and platform budget would likely be restore which are in his opinion and the Council's past view not much value. Mr. Pilpel indicated that the amendment to TWU Local 250A's MOU was consistent with the deal offered to all the other labor unions in the city and Muni offered it to TWU Local 250A in which Muni negotiates directly. Mr. Pilpel is of the opinion that the 1% pay premium creates a long-term obligations and the wording is such that it would be an ongoing 1% premium in trade for a short-term. The Chair stated that in short, the concern is that the 1% pay premium for this one time 2.5% savings would continue beyond the life of the current contract which expires in 2004 and that essentially the 1% premium would persist into future labor negotiations as a bargaining tool by the union. The Chair reiterated the Council's previous recommended cuts in the platform budget and the MIF which is already approved and that it is the Council's understanding that the money saved would go towards restoring those cuts.

After a call for questions and discussion of the item, the Chair called for a vote.

The motion unanimously passed.

11. Report of MTA CAC Task Force Committee For Improving MTA CAC Effectiveness. The Chair indicated that since Ellen Hayes is the Chair of the Task Force

Committee and was not able to attend today's meeting the Chair suggested that the item be continued to the next Council meeting. Ms. Crowder moved the following motion which was seconded by Ms. Vincent:

**Motion THAT AGENDA ITEM 11 TO THE MTA CAC MEETING OF July 11, 2002
BE CONTINUED TO THE NEXT COUNCIL MEETING.**

The motion unanimously passed.

12. Review of Outstanding CAC Information Requests. The Chair suggested, in order to streamline the Council's meeting and to effectively manage the time of the Council's meeting, this item should be moved to the Committee level. The Chair stated that perhaps by the next Council meeting he intends to present a proposal to move this function more to the Committee level. Ms Crowder commented that she was agreement with the suggestion; however, there is a crossing of responsible staff in which more than one Committee may have an interest in the request and response. Following an open discussion as concerning the administrative process for the Council's Information Request, the Chair indicated that he would meet with Mr. Czechowicz and the Council's Secretary to discuss this matter.

13. Council Members' Questions and Comments.

Mr. Pilpel requested:

- (1) How does Muni determine its cost related to street fairs?
- (2) How does DPT determine its cost related to street fairs?

Mr. Rolfe requested that the following be added:

When the accountants figure out this cost, Muni divides the cost four ways; vehicle operating cost, vehicle maintenance cost, non-vehicle maintenance cost and administration and what is considered overhead. So, when Muni and DPT charges for street fairs, does charges include the full cost, including administrative cost or some lesser cost? Specifically, Mr. Rolfe indicated that a breakdown as to just what goes into determining the cost related to street fairs, including hourly amount for additional personnel.

In an attempt to clarify the request, the Chair stated the request for information as, how is the cost related to street fairs calculated and who's paying?

- (3) How has does Muni or MTA believe that it has or is developing new revenue sources pursuant to Charter Section 8A.109?

Ms Cauthen inquired as to what does Charter Section 8A.109 state. The Chair stated that Charter Section 8A.109 states, The Mayor, the Board of Supervisors, and the Agency diligently shall seek to develop new sources of funding for the Agency's operations, including sources of funding dedicated to the support of such operations, which can be used to supplement or replace that portion of the Municipal Transportation Fund consisting of appropriations from the General Fund of the City and County. The Chair added, simply speaking, getting the Agency off of General Fund and onto dedicated funding sources is the

long-term objective of the Proposition E. The Chair restated the question as, how are they complying with that and what progress is being made towards that. Mr. Czechowicz restated the question as, what is Muni, what is MTA doing to comply with the additional revenue requirement of 8A.109?

Mr. Pilpel commented that he recalled that all the parking garages have big picture of all the Parking and Traffic Commissioners. It is hoped that money will not be spent to remove the Commissioners photographs and replace with photos of MTA Board members.

Mr. Weaver asked what is the process for rerouting buses? Mr. Weaver is interested in having a bus rerouted to provide service for citizens in his community to connect to the Alemany Supermarket. Mr. Weaver added, that a couple months ago, Michael Burns attended a District 11 community group meeting. In the OMI there is a new supermarket on Alemany that is very difficult for people to commute from Ocean Avenue to Alemany Supermarket. But if a bus is rerouted per say four or five blocks we can get a bus on Ocean in the middle of the business district and then proceed up over the hill and connect with the supermarket. The Chair suggested that Mr. Weaver discuss this issue with the Council's Service Design and Marketing Committee who should propose a recommendation to the Council.

Mr. Oka requested that major documents such as the budget document are provided on CD to him for ease in reviewing.

Mr. Pilpel commented that there is a meeting next week that Laura Spanjian is setting up with Muni-CAC Task Force to discuss staff and Council administrative matters. Mr. Pilpel also commented that the Council should focus on high-level policy matters in making longer-term recommendations that are more useful to the Agency.

At this time the Chair recalled Agenda Item 6 – Election of MTA CAC Officers. The Chair indicated that the election of Vice Chair was not resolved as of the Council's last vote. In that Ms. Cauthen arrived after the last vote, the Chair called for another vote on the election of the Vice Chair. The Chair explained that both David Pilpel and Nia Crowder were nominated for Vice-Chair and the Council got a vote by which Ms. Crowder got six (6) votes and Mr. Pilpel got three (3) votes, and the Council requires eight (8) votes to elect a Vice-Chair under the City Charter. Mr. Murphy call for any further discussions and none was given. The Chair then asked by a show of hands Council members voting for David Pilpel Four (4) votes were indicated for Mr. Pilpel. The Chair then asked by a show of hands Council members voting for Nia Crowder. Six (6) votes were indicated for Ms. Crowder. Mr. Murphy indicated that given the outcome of the vote the Council was unable to resolve the issue. Therefore, it was suggested that Agenda Item 6 be continued to next month's meeting. Ms. Vincent moved the following, which was seconded by Mr. Oka:

Motion: THAT THE ELECTION OF MTA CAC VICE-CHAIR BE CONTINUED TO THE NEXT COUNCIL MEETING.

The motion unanimously passed.

The Chair stated that Mr. Pilpel would continue as Vice-Chair until such time Vice-Chair is elected.

14. Committee Reports.

a. Safety, Training and Accessibility (STAC). The Chair requested that the three members of the STAC meeting after the Council meeting to try to set a convenient time to meet that would be the regular meeting time of the Committee. Mr. Oka stated that the STAC is scheduled to meet at 1145 Market between 3pm and 5pm.

b. Finance and Administration (FAC). Daniel Murphy, Chair, referenced the recommendations per agenda items 7, 9, and 10. The next meeting the FAC will be discussing Fiscal Controls, San Francisco Municipal Railway Improvement Corporation (SFMRIC), and Budget Documents Preparation Use of Lease/Leaseback Funding. The Committee Created a Task Force within the Committee that deals with budget and reengineering in an attempt to make the Committee's time more efficient. Mr. Murphy stated that he would continue as Committee Chair.

c. Engineering and Maintenance (EMC). Nia Crowder, Chair, stated that the Committee was not able to meet in June. However, discussions at next week's meeting will include the N-Judah Rail Replacement: specifically the noticing or lack of noticing in the community and update on the Combined Natural Gas (CNG) Pilot Program.

d. Service Design & Marketing (SDMC). David Pilpel, Chair, stated that the Committee is frequently holding its meeting. Significant items discussed during the June meeting of the Committee was the Muni Website and the CalTrain Expresses.

e. Service Reliability and Quality (SRQC). Mr. Murphy reported that the SRQC did meet on July 22nd and discussed the Passenger Service Report (PSR) process and referenced the Council's resolution regarding the process. The Committee has also had discussion in setting up meeting regarding the 39 Coit Service.

15. Adjournment. The meeting adjourned at 8:00pm.



**Municipal Transportation Agency
Citizens' Advisory Council
City and County of San Francisco**

Notice of Meeting and Agenda

Thursday, August 1, 2002 at 5:30pm
401 Van Ness Avenue, Room 334 (Conference Room)
San Francisco, CA

Members:

Daniel Murphy (Chair),
Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Bruce Oka, David Pilpel, Norman Rolfe,
Linton Stables, Dorris Vincent, Daniel Weaver, Tom Wetzel
(2 Vacancies)

Committees:

Service Design and Marketing (SDMC)

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent

Service Reliability and Quality (SRQC)

Joan Downey (Chair), Sue Cauthen,
Daniel Murphy, Bruce Oka, Norman Rolfe

Engineering and Maintenance (EMC)

Nia Crowder (Chair), Linton Stables,
Daniel Weaver, Tom Wetzel

Finance and Administration (FAC)

Daniel Murphy (Chair), Sue Cauthen,
Bruce Oka, David Pilpel,, Tom Wetzel

Safety, Training & Accessibility (STAC)

Bruce Oka (Chair), Linton Stables, Daniel Weaver,

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-6873 Voice (415) 554-4103 Fax

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1. The first part of the report describes the synthesis of a new class of compounds, which are of interest in the study of the mechanism of the reaction of the organotin compounds with the organotin compounds.

2. The second part of the report describes the synthesis of a new class of compounds, which are of interest in the study of the mechanism of the reaction of the organotin compounds with the organotin compounds.

3. The third part of the report describes the synthesis of a new class of compounds, which are of interest in the study of the mechanism of the reaction of the organotin compounds with the organotin compounds.

4. The fourth part of the report describes the synthesis of a new class of compounds, which are of interest in the study of the mechanism of the reaction of the organotin compounds with the organotin compounds.

5. The fifth part of the report describes the synthesis of a new class of compounds, which are of interest in the study of the mechanism of the reaction of the organotin compounds with the organotin compounds.

Disability Access

This meeting will be held in Room 334 (Conference Room) at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' Building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni bus line nearest the meeting location is the 47 Van Ness. The closest MUNI Metro stop is the Van Ness Muni Station, where one can transfer to a 47 Van Ness bus. For more information about Muni accessible services, call (415) 923-6142.

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The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Know Your Rights Under the Sunshine Ordinance **(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the peoples' business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the peoples' review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Avenue, Room 334, during regular business hours. Notices and agendas are posted on Muni's website at <http://www.sfmuni.com/cac>.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, City Hall, Room 409, San Francisco, CA 94102-4683; by phone (415) 554-7724; by fax (415) 554-5163 or by email at Donna_Hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Campaign and Governmental Conduct Code, Section 2.100, to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317, or visit their website at <http://www.ci.sf.ca.us/ethics/>.

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Summary of the work during the year

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**Municipal Transportation Agency
Citizens' Advisory Council (CAC)**

AGENDA

Regular Meeting

Thursday, August 1, 2002 at 5:30pm

401 Van Ness Avenue, Room 334 (Conference Room)

- | | | |
|----|--|------|
| 1. | Call to Order/Roll Call | 5:30 |
| 2. | Review and Adopt Minutes [Attachment] (Discussion/Action):
MTA CAC Draft Minutes of July 11, 2002 | 5:35 |
| 3. | Public Comment | 5:40 |
| 4. | Report of the Chair (Discussion/Action) | 5:45 |
| 5. | Staff Report [Attachment] (Discussion/Action)
Deborah Denison (Acting, MTA CAC Staff Liaison) | 5:50 |
| 6. | Election of MTA CAC Vice Chair (Discussion/Action) | 5:55 |

Staff- Initiated Items

- | | | |
|----|--|------|
| 7. | Department of Parking and Traffic (DPT) Budget and Operation Plans
for Fiscal Year 2003/Public Involvement Presentation [Attachment]
(Discussion/Action)
Mr. Fred Hamdun (Executive Director, DPT), Julia Dawson (Deputy Director,
Administration and Finance), Diana Hammons (Director, Government Relations &
Public Affairs) | 6:00 |
| 8. | Office of the Director of Transportation Draft Resolution on Approving
a Contract Policy for the Authorization of Contract Modifications and
Change Order for Municipal Transportation Agency (MTA) Contracts
[Attachment] (Discussion/Action)
Vince Harris (Deputy General Manager, Construction) | 6:40 |

Council Member-Initiated Items

- | | | |
|-----|---|------|
| 9. | Release of Raw Sewage into the Bayview Hunter's Point Community
[Attachment] (Discussion/Action)
Ellen Hayes (MTA CAC Member), Vince Harris (Deputy General Manager,
Construction), Ben Leung (Project Manager, Construction) | 6:55 |
| 10. | PG&E Digging for the MUNI Third Street Light Rail Project Releasing
Airborne Asbestos Contaminating the Bayview Hunter's Point Community
(Discussion/Action)
Ellen Hayes (MTA CAC Member), Vince Harris (Deputy General Manager,
Construction), Ben Leung (Project Manager, Construction) | 7:10 |
| 11. | Brief Report on Muni Management Reorganization (Discussion/Action)
Daniel Murphy, MTA CAC Chair, (Muni Staff: TBA) | 7:25 |

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Safety, Training and Accessibility (STAC)

12. Committee Report (Bruce Oka, STAC Chair) (Discussion/Action) 7:30

Last meeting held: July 29, 2002

Items Discussed: Committee Goals and Objectives; Report on Evacuation Drill November 18, 2001; Pedestrian Safety; Paratransit Group Van Service Cap.

Next regular meeting: **TBA**.

Finance and Administration (FAC)

13. Committee Report (Daniel Murphy, FAC Chair) (Discussion/Action) 7:35

Last meeting held: July 9, 2002

Items Discussed: Retirement Pickup Agreement Follow-up and Recommendation; Transit Impact Development Fee (TIDF)/SoMa Service Follow-up; Fiscal Year 2001 Audit; Translink Follow-up; Use of Leaseback Funds.

Next regular meeting: **August 13, 2002**, 401 Van Ness, Rm. 334, 5:45 PM.

Pending Items: Fiscal Controls, San Francisco Municipal Railway Improvement Corporation (SFMRIC), Budget Documents Preparation & Presentation, and Use of Lease/Leaseback Findings

14. Budget and Reengineering Task Force Report (Daniel Murphy, FAC Chair) (Discussion/Action)

Next meeting: **August 13, 2002**, 401 Van Ness, Rm. 334, 4:15PM.

Engineering and Maintenance (EMC)

15. Committee Report (Nia Crowder, EMC Chair) (Discussion/Action) 7:40

Last meeting held July 18, 2002.

Items Discussed: N-Judah Track Replacement/Cole Valley Neighborhood Impact Update; Compressed Natural Gas (CNG) Pilot Program Update; Facilities Management Plan: Infrastructure and Project Relationships Between Muni, CalTran, and Bay Area Rapid Transit (BART).

Next regular meeting: **August 15, 2002**, 1145 Market, 3rd Floor, 4:00 PM.

Pending Items: Compressed Natural Gas (CNG)/Alternative Fuel Pilot Program Update, Facilities Management Plan: Infrastructure and Project Relationships Between Muni, CalTrains, and Bay Area Rapid Transit (BART).

Service Design & Marketing (SDMC)

16. Committee Report (David Pilpel, Chair) (Discussion/Action) 7:45

Last meeting held: July 15, 2002.

Items Discussed: Overview of Capital Planning and Relationship between various Planning Efforts; Review of Bayview Hunters Point Community Advocates, et al. vs. Metropolitan Transportation Commission, et al., U.S. District Court No. C-01-0750 TEH, filed on February 21, 2001; Trolley Coach Service Expansion Plan.

Next regular meeting: **August 19, 2002**, 401 Van Ness, Room 334, 5:30 PM.

Pending Items: FY 2004 CIP/SRTP Update - Call for Projects Process and Criteria (Duncan Watry, Manager, Capital Planning and Grants, Margurite Fuller, Principal Administrative Analyst, Darton Ito, Transit Planner, Capital Planning & Legislative Affairs); Applications Integration Presentation (Debbie Denison and Kylie Grenier),

MEMORANDUM FOR THE DIRECTOR, FBI

DATE: 10/15/64

SUBJECT: [Illegible]

RE: [Illegible]

1. [Illegible]

2. [Illegible]

3. [Illegible]

4. [Illegible]

5. [Illegible]

6. [Illegible]

7. [Illegible]

8. [Illegible]

9. [Illegible]

10. [Illegible]

11. [Illegible]

2002-03 Work Plans, Data Collection Plan, Graphics and Design Guidelines, Marketing Review, Metro Signage, Quarterly Reviews, Priorities for Service Additions and/or Cuts (including Late Night/Owl and Short-term Service Change Proposals), Special Event Service Planning, Fare Policies.

Service Reliability and Quality (SRQC)

17. Committee Report (Joan Downey, Chair) (Discussion/Action) 7:50

Last meeting held: July 22, 2002.

Items Discussed: Passenger Service Reports (PSRs), 30 Marina Express PM Schedule, Service and Signage Improvements to 39 Coit Service.

Next regular meeting: **August 26, 2002**, 2002, 401 Van Ness, Room 334, 5:30 PM.

Pending Items: 39 Coit Service, Proof of Payment (POP) Presentation, PSR Process, Department of Parking and Traffic (DPT)/Service Planning, Station Operations, M-Line and N-Line Studies Conducted by Rescue Muni Metro Committee, Bus Cleaning, Muni Inspectors, Central Control.

18. Review of Outstanding CAC Information Requests (Discussion/Action) 7:55

19. Council Members' Questions and Comments (Discussion/Action) 8:00

Municipal Transportation Agency Citizens' Advisory Council (MTA CAC)

Last meeting held: July 11, 2002.

Next regular meeting: **September 5, 2002**, 401 Van Ness, Room 334, 5:30PM

Pending Item: Sunshine Ordinance Training, FY 2004 CIP/SRTP Update – Call for Projects Process and Criteria.

20. Adjournment 8:05

Attachments:

- MTA CAC Draft Minutes of July 11, 2002 (Agenda Item 2)
- Staff Report (Agenda Item 5)
- The Department of Parking and Traffic General Overview (Agenda Item 7)
- Office of the Director of Transportation Draft Resolution on Approving a Contract Policy for the Authorization of Contract Modifications and Change Orders for Municipal Transportation Agency (MTA) Contracts (Agenda Item 8)
- Our Community Daily News Fax of The San Francisco Examiner article "City balks at Bayview stink" by Michael Stoll of Monday July 15, 2002; Daniel Murphy's email of Wednesday, July 17, 2002 5:55PM; Status Report on The Leak Duckbank@ Islais Creek (7/24/02) (Agenda Item 9)
- Ellen Hayes' email of Friday July 19, 2002 2:55PM (Subject: Letters to send on asbestos in dug material on Third Street) (Agenda Item 10)

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**Municipal Transportation Agency
Citizens' Advisory Council
City and County of San Francisco**

**FINAL MINUTES
of
Regular Meeting**

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**Thursday, August 1, 2002, 5:30 p.m.
401 Van Ness Avenue, Room 334
San Francisco, CA**

1. **Call to Order/Roll Call** (Agenda Item 1): The meeting was called to order at 5:36 p.m.

a. **Members Present:** Daniel Murphy (Chair), David Pilpel (Vice Chair), Sue Cauthen, Art Cimento, Joan Downey, Ellen Hayes, Bruce Oka, Norman Rolfe, Linton Stables, Dorris Vincent, Daniel Weaver

b. **Members Absent:** Nia Crowder, Tom Wetzel

c. **Muni Staff Present:** Deborah Denison (Acting Staff Liaison), Vince Harris (Deputy General Manager, Construction), Benjamin Leung (Project Manager, Construction), Vincent Dunlap (CAC Secretary)

d. **DPT Staff Present:** Mr. Fred Hamdun (Executive Director, DPT), James Howard (Deputy Director Joint Enforcement), Bon Yee (Deputy Director Traffic Engineering and Operations), Mary Ellen O'Brien (Deputy Director, Citation and Parking Services Division), Terry Moran (Hearing Division), Ron Szetol (Director, Parking Authority Director), Julia Dawson (Deputy Director, Administration and Finance), Gary Wiseman (Parking Control Officers), James Hudson (Parking Control Officers)

2. **Public Comment** (Agenda Item 3). The Chair made a change in the agenda order by calling for Public Agenda Item 3 – Public Comment. Noting that there were no members of the public present the Chair then called for Agenda Item 2 – Review and Adopt MTA CAC Draft Minutes of July 11, 2002.

3. **Review and Adopt Minutes** (Agenda Item 2). Following a discussion initiated by Norman Rolfe regarding several typographical errors in the Council's draft minutes of July 11th meeting, Linton Stables' suggested that typographical changes identified by Mr. Rolfe be submitted to the Secretary for inclusion, and moved:

MOTION: THE MTA CAC DRAFT MINUTES FOR JULY 11 BE ACCEPTED.



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The motion was not seconded and therefore failed.

Ellen Hayes then commented that regarding the July 15th Service Design and Marketing Committee (SDMC) minutes (agenda) her name had been omitted as a member of that Committee. The Secretary explained that a correction was made (prior to posting the notice of the meeting on the Muni Website).

David Pilpel moved the following motion, which was seconded by Sue Cauthen:

**MOTION: THE ADOPTION OF THE MTA CAC DRAFT MINUTES FOR JULY 11, 2002
BE CONTINUED TO THE COUNCIL'S NEXT MEETING.**

The motion unanimously passed.

4. **Report of the Chair** (Agenda Item 4). Daniel Murphy directed that Council members disregard a copy of an email that was included in the information package received for today's meeting. The email concerned the non-continuing status of a Council member serving as Vice-Chair when a majority of votes for the Vice-Chair position had not been attained. The Chair stated that per his conversation with Robert Bryan (Deputy, City Attorney), Mr. Bryan reviewed relevant rules and regulation, and decided that in fact an officer does continue because there is no expiration of term.

Under the report of the Chair, Ms. Hayes indicated she had received a copy of an article from the Chronicle regarding Mr. Curtis E. Green from Nia Crowder since Ms. Crowder would not be able to attend today's meeting due to a previous commitment. Ms. Hayes read from the article as follows:

"Curtis E. Green who's rise from bus driver to the top job of San Francisco's Municipal Railway made him a pioneer in American public transit. He died Saturday after a long illness at the age of 78. Mr. Green was the first African-American that headed a major U.S. Transit System. He retired in 1982 after a 37-year career with the Muni. Five years later, the railway's principal rail base where the cars are kept and repaired, was named Curtis E. Green Light Rail Center in his honor. Mr. Green ran Muni in difficult times when the agency was making the transition from a run-down bus oriented operation to a system centered around a sleek multi-million dollar subway called Muni Metro. Mr. Green was born in Louisiana, served as a sergeant in the Marine Corps during World War II, and jointed Muni as a 90 cent per hour bus driver in 1945. He spent nearly 20-years behind the wheel; won 11 awards for safe driving. Mr. Green, when he retired early in 1982, Diane Finestein called him a loveable and compassionate man. In his retirement, Mr. Green worked as an Executive for a firm that handled distribution of new transit buses. He was also a consultant and devoted a good deal of time to following the San Francisco 49'er – one of his passions in life. He is survived by his wife Bonita and three grown children. A funeral mass will be celebrated at 6:30 on Friday at St. Mary's Cathedral, Geary Boulevard and Gough in San Francisco."

Mr. Pilpel moved the following, which was seconded by Bruce Oka:

MOTION: PERHAPS WITHOUT OBJECTION THAT WHEN TODAY'S MEETING IS AJOURNED IT IS DONE IN THE MEMORY OF MR. CURTIS E. GREEN.

The motion unanimously passed without objection.

5. **Staff Report** (Agenda Item 5). Deborah Denison stated she was acting for Paul Czechowicz and had prepared the staff report for the month of July, which was provided in Council Members' information package and would answer any questions or address comments regarding the report.

Mr. Pilpel commented that he did not receive notification of tonight's meeting in his district concerning the L Construction and requested to ensure that the Muni outreach team has all council members' addresses for mailing of community notice and events.

Mr. Pilpel commented on the August 2002 Special Events Calendar, an attachment to the Staff Report, which indicated that there is scheduled a Wednesday, August 28th, 49'ers football game at 6:00pm with a motor coach impact of 50 vehicles. Mr. Pilpel expressed concerns regarding MUNI bus transportation to Candlestick Park impact on rush hour services; specifically, how service is to be managed and where service impacts may occur elsewhere in the city. Ms. Denison indicated that coordination with Scheduling would be done to address Mr. Pilpel's concerns.

Mr. Pilpel requested that Item 10, CS-138 Professional Engineering Services for Third Street Light Rail Transportation Phase II: New Central Subway – Award, listed on the Construction Division Rolling Agenda of Calendar Items be referred to the Council's Engineering and Maintenance Committee (EMC).

The Chair indicated that the Council is referring without objection Item 10 to the EMC.

Mr. Pilpel inquired if the Council currently has a representative on the Merger Task Force? The Chair indicated that Linton Stables would continue to serve as the Council's Merger Task Force representative and would report directly back to the Chair the status of the task force. Sue Cauthen noted that one of the agenda items on the Task Force agenda was the CAC Working Group. The Chair explained that currently there is a working group set-up with representatives from the General Manager's Office, the MTA CAC Vice-Chair and Chair to discuss issues of structure and communications to improve information flow, and the relationship between the Council and the organization.

6. **Election of MTA CAC Officers** (Agenda Item 6). The Chair stated that Ms. Crowder contacted him and expressed her continued interest in seeking election to the Vice-Chair position and asked that Agenda Item 6 be continued to the next meeting due to her inability to attend today's meeting. Mr. Stables moved the following motion, which was seconded by Mr. Oka:

MOTION: THAT AGENDA ITEM 6 - ELECTION OF MTA CAC OFFICERS (VICE-CHAIR) BE REFEFFED TO THE NEXT COUNCIL'S MEETING.

The motion unanimously passed.

7. Department of Parking and Traffic (DPT) Budget and Operation Plans for Fiscal Year 2003/Public Involvement Presentation (Agenda Item 7). The Chair commented that representative from DPT are present to address the Council and further stated that DPT is part of the Municipal Transportation Agency (MTA) as of July 1, 2002. The MTA CAC serves as the Citizens' Advisory Council to both the MTA and to the Department of Parking and Traffic. Mr. Fred Hamdun (Executive Director, DPT) began by introducing the DPT staff in attendance, outlining the Department's Mission statement, and providing a general overview of the Department's Divisions and responsibilities. Mr. Hamdun indicated that any interaction between the MTA CAC and the DPT should be directed through Diana Hammons (DPT Director, Government Relations & Public Affairs). Subsequently, a questions and answers period was afforded in which the following requests and comments were made:

Mr. Pilpel requested that the Parking Authority provide a one-sheet summary listing the location, the number of available parking spaces at each of the parking facilities (City's garages/off-street metered facilities) and identify who operates the facility, i.e., a non-profit organization, corporation, etc.

Mr. Pilpel initiated a discussion on establishing procedures as to how Council's concerns under the purview of the DPT, vis-à-vis DPT desiring citizenry input on departmental matters are addressed, and the interaction between the DPT and the MTA CAC. Mr. Hamdun stated that tonight is the first step in the process that will progress over time. He continued by stating that the details will be addressed as interaction between the MTA CAC and the DPT occurs. Mr. Hamdun acknowledged that he views the MTA CAC as a sounding board for advice on policy matters prior to the Department presenting such policy before the MTA. He further commented that the MTA CAC is a wonderful resource to workout community problems and is looking forward to a productive and positive relationship.

The Chair expressed the opinion that it is hoped the advisory role of the MTA CAC will also encompass a more collaborate working relations. Mr. Murphy stated that the Council would be able to provide a much more meaningful input in the developing policy if allowed to share in the policy making process as early as six to twenty-four months prior to the finalized development of such policy. Mr. Hamdun concurred with the Chair's opinion.

Mr. Oka requested that members of the DPT Staff be able to attend the MTA CAC Safety, Training and Accessibility Committee (STAC) meetings.

It was explained that the Department's Operating Budget contains performance measures by Divisions that are not financial measurements but are functional/performance measurements. **Art Cimento proposed DPT share with the Council at some point what the methodologies, goals and performance measures are for the Department.** James Howard (Deputy Director, Enforcement) provided examples as to how enforcement performance measures are accessed, i.e., by keeping public transportation moving, confiscating abused disabled parking permits, etc. **Mr. Stables suggested that if the Council plans to review matrix, and are particular interested in the movement of**

transit, the matrices should indicate statistics on traffic jams/parking situations that inhibits Muni from fulfilling its requirements.

Mr. Cimento requested comments be provided concerning major initiatives for Fiscal Year 2003 and plans to implement these initiative. Mr. Hamdun responded that the continuation of the Unclogging of the Streets Program with a new implementation in dealing with truck zones based on the definition change of a truck being a vehicle having six wheels or more; the Pedestrian Safety, the Department's Traffic Call Me and ITMS Programs; improving customer service through Parking Services by increasing Department's attendance at community meetings and more community involvement; replacing the City's 23,000 electronic meters, and awarding a new towing contract to tow approximately 80,000 cars per year just to name a few.

The Chair indicated that it would be valuable to have the Council receive a presentation concerning the ITMS Program, and the current planning and construction phase for the Control Room.

The Chair expressed his appreciation and thanks to the DPT Staff for coming to today's meeting.

8. Office of the Director of Transportation Draft Resolution on Approving a Contract Policy for the Authorization of Contract Modifications and Change Order for Municipal Transportation Agency (MTA) Contracts (Agenda Item 8). Vince Harris indicated that Agenda Item 8 is a planned MTA Board calendar item for Council input. The intent of the document in terms as it relates to contract modifications of any kind, as well as change orders is to use the document agency-wide. Mr. Harris believes that all the information necessary to use the document agency-wide has not been included. Mr. Harris stated that the draft does not incorporate a series of comments that were provided to the MTA Secretary, that there are some inaccuracies in the document, and requested that it not be used as the basis for discussion. He recommended that Agenda Item 8 be deferred until it is in a more complete form. In response to the Chair's inquiry, Mr. Harris stated that should the Council decide to defer the item, the MTA Board would not have acted on it. The Chair indicated that **Mr. Harris is to ensure revised draft is provided to the Council's Secretary in time for the Council's September meeting.** In response to Mr. Pilpel requested that Agenda Item 8 be referred to the Finance & Administration Committee (FAC), the Chair indicated that Agenda Item 8 will be referred to the FAC for its August 13th meeting. Mr. Pilpel also requested a copy of MTA Resolution 00-125 be attached or incorporated with the revised draft. Pertaining to the various delegated authorities as proposed in the draft, Mr. Pilpel requested that in addition to the "percent and or total not to exceed", could some language be provided about the cumulative amount, that once the total of modifications reach a particular cumulative amount some type of review process is required.

9. Release of Raw Sewage into the Bayview Hunter's Point Community (Agenda Item 9). The Chair requested that Ellen Hayes introduce Agenda Item 9. Ms. Hayes stated that the citizens of the Bayview-Hunter's Point community are concern about the impact this accident has had on the health of community residents. . She stated that Muni was laying

cable for the Third Street Light Rail Project under Islais Creek on the southern edge of Potrero Hill when a contractor punctured the sewage line causing millions of gallons of raw sewage to ruin about 1/3 of the park. She commented that a lawsuit was opened for damages and it doesn't look like anything been done by Muni to restore the property. An article from The San Francisco Examiner dated Monday, July 15, 2002 was reference regarding the accident. Mr. Harris stated that this is an important issue to Muni that Muni is concerned about and certainly does not take lightly. He further stated that raw sewage had not completely been released into the park area. Benjamin Leung (Project Manager, Construction) explained that the sewage had been treated and can be described as secondary treated effluent - which had gone through sedimentation, screening and grit removal processes, chemical treatment to remove harmful matter; and had been disinfected and dechlorinated to not harm bio organisms. Mr. Harris stated that Muni's immediate took action by having the contractor seal the leak and provided the council a status report on the leak and ductbank work at Islais Creek dated July 24, 2002. He further stated that it is Muni's intent is to clearly repair the park, however, responsibility for the accident has not yet been determined and due to the complexities of the issue the lawsuit has not been resolved.

Mr. Pilpel suggested that since the Third Street Light Rail Project is such a large and sensitive project, the Engineering and Maintenance Committee (EMC) should list the Third Street Light Rail Project as a standing item on the Committee's agenda for the next two years.

The Chair indicated that he would notify the EMC Chair, Ms. Crowder, to continue to monitor this situation in regards to Third Street.

10. PG&E Digging for the MUNI Third Street Light Rail Project Releasing Airborne Asbestos Contaminating the Bayview Hunter's Point Community (Agenda Item 10). Ms. Hayes commented that Agenda Item 10 is also a related health issue for the citizens of Bayview/Hunters Point. Stanley Muraoka (Redevelopment Agency) prepared the draft letters attached to Agenda Item 10 which call for an immediate stop to all Muni and PG&E construction activity until a program is implemented to completely remove the dug material from the construction area and place only clean fill materials into the streets. Further, it was requested that steps be taken to prevent Muni and/or PG&E from stockpiling dug material on Third Street or in any other area where residential or business activities occurs. Ms. Hayes commented that she had seen on television that activities had been halted for a period and ask what is currently happening. Mr. Harris reaffirmed that Muni clearly takes responsibility for the full project. There are activities being handled by a variety of contractors. He explained that some of the protocols are different depending on which lead agency is handling the work. Muni is proactive in ensuring the whole site is kept clean and that materials are covered and watered down, and extra precautions are being taken in regards to workers health concerns as well. Muni has contacted PG&E and requested that PG&E ensures compliance as it relates to the handling of materials as Muni continuously does. Mr. Harris commented that the issue of soil handling and asbestos are somewhat separate issues that have been merged into one discussion. He provided comment regarding both issues, and an overview of the soil classification process and the structural usability of the soil. Mr. Leung commented that in the area there is a natural form of serpentine asbestos. Mr. Harris pointed out that Muni obtained approval from all the appropriate

agencies that approved the materials as long as it is properly handled. In that asbestos is an airborne substance, the issue concerning the hazard of asbestos really has to do with dust not so much the handling of material offsite. Ms. Hayes inquired as to the reason Muni shutdown operation. Mr. Leung explained monitoring indicated elevated level of asbestos was occurring and Muni wanted to determine why and its impact on public health. Mr. Leung provided technical information as to how asbestos is measured. Mr. Harris commented that Muni is working within protocol through the Department of Public Works' Bureau of Site Assessment and Remediation (SAR) who basically has provided technical information to Muni making sure the site is safe. He Harris indicated that other experts are being brought in to giving guidance and prepare a revised plan.

Ms. Hayes requested that Agenda Items 9 and 10 continue to appear on the Council's information request matrix so that the Council can continually monitor their progress.

11. Brief Report on Muni Management Reorganization (Agenda Item 11). The Chair introduced this agenda item by stating with the inclusion of the Department of Parking and Traffic (DPT) into the MTA there has been a reorganization of management to reflect that fact. Ms. Denison provided background for this item, per the Chair's request. She began by stating the reorganization began on July 18 to create some oversight of Muni, as a whole, due to the number of significantly large projects coming into effect. An Executive Staff was created to continue the whole oversight customer services emphases by bring Customer Service, System Safety and Security Programs onto the Executive Staff's Team. Ms. Denison indicated that Fred Stephens became General Manager and the new Maintenance/General Manager's headquarters is now at 700 Pennsylvania Avenue. Vince Harris (Deputy General Manager, Construction) became a member of the General Manager's staff which is one step in bring the Construction and Maintenance closer together. She also pointed out that Marketing and the Communications group, with Maggie Lynch as part of the Executive Team, became part of the Capital Planning and External Affairs group.

Mr. Cimento asked if the Human Resources, Finance and External Affairs functions are centralized for both DPT and Muni? Ms. Denison responded that the functions are not centralized at this time, however; maybe in the future centralization might occur. The Chair indicated that the MTA CAC is on record recommending that there be some consolidation of those functions and the feedback the Council has received is that a slow integration of those functions will transpire. In response to questions concerning the review process regarding the organization change, Ms. Denison stated that as she understands from the transmittal is that there will be a review of the proposed structure by labor unions, Muni's Mission Committee, and the Citizens' Advisory Council.

Mr. Weaver suggested that the chart entitled Municipal Transportation Agency need to have a place for the MTA CAC.

Mr. Cimento expressed the opinion that given the Council's role is to advise the MTA Board, consolidating the functions could save money and fundamentally this is a Board of Directors issue. Mr. Cimento then moved the following motion, which was seconded by Mr. Oka:

MOTION: IN LIGHT OF THE PROPOSED MTA REORGANIZATION, AS PROPOSED BY THE EXECUTIVE DIRECTOR ON JULY 26, 2002, THE CAC RECOMMENDS THE MTA BOARD OF DIRECTORS REQUIRE OR ENCOURAGE THAT THE MTA CONSOLIDATE ADMINISTRATIVE FUNCTIONS BETWEEN MUNI AND THE DEPARTMENT OF PARKING AND TRAFFIC, SPECIFICALLY, HUMAN RESOURCES, FINANCE AND ADMINISTRATION AND EXTERNAL AFFAIRS AS SOON AS POSSIBLE.

The Chair then asked if there were any further discussion on the motion. Joan Downey requested that either the word "require" or "encourage" be used and indicated that she preferred the word "require". The Chair then indicated that Ms. Downey's suggestion was a friendly amendment to the motion and that the words "or encourage" be deleted from the motion. Mr. Cimento agreed with the suggestion. Mr. Pilpel suggested that the words "external affairs" be removed. He expressed the view that external affairs for DPT and Muni are substantially different, and are appropriately housed within the Department. Mr. Pilpel stated that he was going to suggest that the DPT's Capital Planning and External Affairs group in fact report to Muni's General Manager. Mr. Cimento and Mr. Oka agreed with Mr. Pilpel's suggested change to the motion. **The Chair indicated that the reorganization issue would go to the Council's Finance and Administration Committee** and if this motion is approved this motion will be presented to the MTA Board on Tuesday (August 6th).

The Chair then indicated seeing no further discussion, a called for a vote on the motion as amended was taken. The amended motion reads:

MOTION: IN LIGHT OF THE PROPOSED MTA REORGANIZATION, AS PROPOSED BY THE EXECUTIVE DIRECTOR ON JULY 26, 2002, THE CAC RECOMMENDS THE MTA BOARD OF DIRECTORS REQUIRE THAT THE MTA CONSOLIDATE ADMINISTRATIVE FUNCTIONS BETWEEN MUNI AND THE DEPARTMENT OF PARKING AND TRAFFIC, SPECIFICALLY, HUMAN RESOURCES, FINANCE AND ADMINISTRATION AS SOON AS POSSIBLE.

The motion unanimously passed.

The Chair then allowed Mr. Pilpel time to comment on the proposal to establish the Operations Headquarters at 700 Pennsylvania. Mr. Pilpel expressed the view that the 700 Pennsylvania location is a relatively inaccessible location. He further stated that it is important that the Operations General Manager's position and immediate support staff be located at either 401 Van Ness or at 949 Presidio. Also, he restated his view that the DPT's Capital Planning and External Affairs group in fact report to Muni's General Manager. He suggested that the Council should look critically at those functions that are intrinsic to Muni and that those functions stay within Muni, and only those functions that are organization-wide between Muni and DPT be reserved to the MTA.

12. Safety, Training and Accessibility Committee (STAC) Report (Agenda Item 12). Mr. Stables stated that the last meeting of the STAC was held on July 29, 2002. The Committee is specifically going to concentrate on doing some initial outreach and

coordination with the Bicycle Advisory Council, the Muni Accessibility Committee (MAC), and the Pedestrian Safety Task Force once the task force is organized. The Committee also discussed the service cap and the budget on Para transit Group Van Service. Regular meeting for the STAC was agreed to be held on the second Thursday of every month.

13. Finance and Administration Committee (FAC) Report (Agenda Item 13). The Committee Chair stated that the FAC did not meet because the Council's July meeting was moved to July 11th. The next meeting of the FAC is on August 13th and an agenda will be release soon.

14. Budget and Reengineering Task Force Report (Agenda Item 14). Next meeting is scheduled for August 13, 2002, 401 Van Ness, Rm. 334, 4:15PM.

15. Engineering and Maintenance Committee (EMC) Report (Agenda Item 15). Mr. Weaver provided the Chairs report by stating that at the last meeting (July 18, 2002) the Committee discussed the situation with the potential future bus purchases, and what state and local issues were involved. The EMC is of the opinion that the Board of Supervisor seems ready to prevent Muni from purchasing diesel buses for evermore. Even though there is an indication at this point the diesel buses are cleaner that the other buses being promoted. Next regular meeting is scheduled for August 16, 2002, 1145 Market, 3rd Floor, 4:00 PM. **Mr. Rolfe commented that it is his understand that the present engines that are in the Muni buses could burn bio-diesel without any modifications, however finding fuel may be difficult. The Chair indicated that he would ask the Engineer about Mr. Rolfe's comment at the next EMC meeting.**

16. Service Design & Marketing Committee (SDMC) Report (Agenda Item 16). The Chair indicated that the Committee did meet on July 15, 2002. The three items the committee spent the most time on were the Overview of Capital Planning and Relationship between various Planning Efforts, Review of Bayview Hunters Point Community Advocates, et al. vs. Metropolitan Transportation Commission, et al., U.S. District Court No. C-01-0750 TEH, filed on February 21, 2001; and Trolley Coach Service Expansion Plan. Mr. Pilpel suggested that the facts sheet on the lawsuit should be distributed. Also the Committee touched on a concern that Mr. Weaver had about service to the Albertson on Alemany, service to Chinatown to Sunset, and the timetable book in conjunction with the August 31st signup. Next regular meeting: of the Committee is August 19, 2002. **In response to Mr. Rolfe's concern that the next edition of the map will not show every street, Mr. Pilpel stated that the he would discuss the matter at the next SDMC meeting.**

17. Service Reliability and Quality Committee (SRQC) Report. Ms. Downey stated that at the last meeting (July 22, 2002) the Committee discussed with neighborhood and community organization representative the issues concerning Service and Signage Improvements to 39 Coit Service. Sue Cauthen and neighborhood representatives plan to meet and draft a proposed plan for the Committee's review. Ms. Cauthen announced that a community meeting to discuss the will be held on Saturday, August 3rd, 11am at Malbinas. The Chair also indicated that a discussion concerning the 30X took place during the meeting.

18. Review of Outstanding CAC Information Requests. The Council's matrixes were reviewed

19. Council Members' Questions and Comments (Discussion/Action).

Municipal Transportation Agency Citizens' Advisory Council (MTA CAC)

Last meeting held: July 11, 2002.

Next regular meeting: **September 5, 2002**, 401 Van Ness, Room 334, 5:30PM

Pending Item: Sunshine Ordinance Training, FY 2004 CIP/SRTP Update – Call for Projects Process and Criteria.

20. Adjournment. Meeting adjourned at 8:05 pm.

Attachments:

- MTA CAC Draft Minutes of July 11, 2002 (Agenda Item 2)
- Staff Report (Agenda Item 5)
- The Department of Parking and Traffic General Overview (Agenda Item 7)
- Office of the Director of Transportation Draft Resolution on Approving a Contract Policy for the Authorization of Contract Modifications and Change Orders for Municipal Transportation Agency (MTA) Contracts (Agenda Item 8)
- Our Community Daily News Fax of The San Francisco Examiner article "City balks at Bayview stink" by Michael Stoll of Monday July 15, 2002; Daniel Murphy's email of Wednesday, July 17, 2002 5:55PM; Status Report on The Leak Duckbank@ Islais Creek (7/24/02) (Agenda Item 9)



**Municipal Transportation Agency
Citizens' Advisory Council
City and County of San Francisco**

**Notice of Cancellation
of
Regular Meeting
Thursday, September 5, 2002 at 5:30pm
401 Van Ness Avenue, Room 334
(Conference Room)
San Francisco, CA**

Members:

Daniel Murphy (Chair),
Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Bruce Oka, David Pilpel, Norman Rolfe,
Linton Stables, Dorris Vincent, Daniel Weaver, Tom Wetzel
(2 Vacancies)

DOCUMENTS DEPT.

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Committees:

09-03-02P02:18 RCD

Service Design and Marketing (SDMC)

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent

Service Reliability and Quality (SRQC)

Joan Downey (Chair), Sue Cauthen,
Daniel Murphy, Bruce Oka, Norman Rolfe

Engineering and Maintenance (EMC)

Nia Crowder (Chair), Linton Stables,
Daniel Weaver, Tom Wetzel

Finance and Administration (FAC)

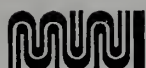
Daniel Murphy (Chair), Sue Cauthen,
Bruce Oka, David Pilpel,, Tom Wetzel

Safety, Training & Accessibility (STAC)

Bruce Oka (Chair), Linton Stables, Daniel Weaver,

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-6873 Voice (415) 554-4103 Fax



Disability Access

This meeting will be held in Room 334 (Conference Room) at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' Building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni bus line nearest the meeting location is the 47 Van Ness. The closest MUNI Metro stop is the Van Ness Muni Station, where one can transfer to a 47 Van Ness bus. For more information about Muni accessible services, call (415) 923-6142.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the peoples' business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the peoples' review.

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**Municipal Transportation Agency
Citizens' Advisory Council
City and County of San Francisco**

NOTICE OF CANCELLATION

Regular Meeting
Thursday, September 5, 2002 at 5:30pm
401 Van Ness Avenue, Room 334 (Conference Room)





**Municipal Transportation Agency
Citizens' Advisory Council (CAC)
City & County of San Francisco**

Notice of Special Meeting and Agenda

Tuesday, September 24, 2002 at 5:30pm
401 Van Ness Avenue, Room 334 (Conference Room)
San Francisco, CA

Members:

Daniel Murphy (Chair),
Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Bruce Oka, David Pilpel, Norman Rolfe,
Linton Stables, Dorris Vincent, Daniel Weaver, Tom Wetzel
(2 Vacancies)

DOCUMENTS DEPT.

Committees:

Service Design and Marketing (SDMC)

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent

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Service Reliability and Quality (SRQC)

Joan Downey (Chair), Sue Cauthen,
Daniel Murphy, Bruce Oka, Norman Rolfe

Engineering and Maintenance (EMC)

Nia Crowder (Chair), Linton Stables,
Daniel Weaver, Tom Wetzel

Finance and Administration (FAC)

Daniel Murphy (Chair), Sue Cauthen,
Bruce Oka, David Pilpel, Tom Wetzel

Safety, Training, and Accessibility (STAC)

Bruce Oka (Chair), Linton Stables, Daniel Weaver

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Citizens' Advisory Council
Municipal Transportation Agency
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**Municipal Transportation Agency
Citizens' Advisory Council (CAC)
City & County of San Francisco**

**Special Meeting
Tuesday, September 24, 2002 at 5:30pm
401 Van Ness Avenue, Room 334 (Conference Room)
San Francisco, CA**

AGENDA

1. Call to Order/Roll Call
2. Public Comment
3. Review and Adopt Minutes of July 11, 2002 and August 1, 2002 (Discussion/Action) [Attachment]
4. Report of the Chair (Discussion/Action)
5. Staff Report (Paul Czechowicz, MTA CAC Staff Liaison) (Discussion/Action) [Attachment]
6. Election of MTA CAC Vice Chair (Discussion/Action)

Council Member-Initiated Items (Discussion/Action)

7. Ocean Avenue Reconstruction and Improvement Project (Daniel Weaver, MTA CAC Member; John Katz, Transit Manager, Muni Construction Project Integration) [Attachment]

MOTION: THE MTA CAC RECOMMENDS THAT THE RECONFIGURATION OF THE PHELAN LOOP INCLUDE CONSTRUCTION OF A PEDESTRIAN FRIENDLY TRANSIT WAITING AREA ALONG OCEAN AVENUE ON THE SOUTH SIDE OF THE LOOP ISLAND AND MOVE PARKING SPACES TO THE NORTH SIDE OF THE LOOP ISLAND.

8. MTA CAC Recommendation on Compressed Natural Gas (CNG)/Alternative Fuel Pilot Program (Daniel Murphy, MTA CAC Chair)

MOTION: THE MTA CAC RECOMMENDS THAT THE MTA AND MUNI STRONGLY OPPOSE ANY EFFORT OR RESOLUTION TO HALT TESTING OF ALTERNATIVE FUEL VEHICLES. THE MTA CAC BELIEVES THAT ADDITIONAL TESTING IS NECESSARY AND WARRANTED BEFORE COMMITTING TO ANY SPECIFIC ALTERNATIVE FUELS TECHNOLOGY OR PROCUREMENT OF NEW VEHICLES, PARTICULARLY TECHNOLOGIES OR VEHICLES THAT WOULD REQUIRE THE CONSTRUCTION OR INSTALLATION OF NEW FUELING FACILITIES.

Staff-Initiated Items (Discussion/Action)

9. Department of Parking and Traffic (DPT) Presentation and Overview of Traffic Engineering, Operations, and the Transit Preferential Streets (TPS) Program (Bond Yee, City Traffic Engineer and Deputy Director, DPT; Britt Thesen, DPT Traffic Engineer) [Attachment]

Committee Reports (Discussion/Action)

10. Service Design & Marketing (SDMC) (David Pilpel, SDMC Chair)

Last Meeting held: August 19, 2002

Items Discussed: Muni Marketing (Status Report on Marketing Activities, Graphics and Design Guidelines, Metro Signage), Muni Communications & Community Affairs (Detail Level On Muni Map; Cultural Institutions Outreach/Promotion of Muni Service to Cultural Events; Consolidation of Passenger Brochures, Flyers, Newsletters and Notices), CAC Effectiveness, Relationships with Staff and Ways and Means to Improve, Public Timetable Book Status, Muni Capital Planning (Trolley Coach Service Expansion Plan Schedule), Muni Service Planning (Planning Issues: Service From Ocean Avenue to Alemany Albertsons, 71 Haight-Noriega Reroute to Chinatown, Bayview Meeting of July 22, 2002, 30X Marina Express stop at Van Ness and Union, New Transfer Policy, 80X/81X/82X CalTrain Expresses Service Reduction, 56 Rutland Reroute), Muni Schedules (Schedule Changes Pending For Future Signups, Fiscal Year (FY 2002-03 Budget, Service Adjustments, and Potrero Run Cuts, Maximum Equipment Demand and Recapitulation of Schedules For FY2001-02 Signups, Status of Proposed New Scheduling System).

MOTION: THE MTA CAC RECOMMENDS THAT METRO SIGNAGE INCLUDE THE LAST DEPARTURE ON EACH LINE AND THAT MAPS IN STATIONS MORE CLEARLY DIFFERENTIATE LINES PLANNED AND UNDER CONSTRUCTION FROM LINES IN SERVICE.

Next regular meeting (resch.): **Sept. 26, 2002**, 401 Van Ness, Room 334, 5:30 PM

Pending Items: FY 2004 CIP/SRTP Update - Call for Projects Process and Criteria (Duncan Watry, Manager, Capital Planning and Grants, Margurite Fuller, Principal Administrative Analyst, Darton Ito, Transit Planner, Capital Planning & Legislative Affairs); Applications Integration Presentation (Debbie Denison and Kylie Grenier), 2002-03 Work Plans, Data Collection Plan, Graphics and Design Guidelines, Marketing Review, Metro Signage, Quarterly Reviews, Priorities for Service Additions and/or Cuts (including Late Night/Owl and Short-term Service Change Proposals), Special Event Service Planning, Fare Policies

11. Service Reliability and Quality (SRQC) (Joan Downey, SRQC Chair)

Last Meeting held: August 26, 2002

Items Discussed: Proof of Payment (POP), Muni Bus Transportation to Candlestick Park Impact on Rush Hour Service, Service and Signage Improvements to 39 Coit Service; and Passenger Service Reports (PSRs)

MOTIONS:

- a. THE MTA CAC RECOMMENDS THAT FARE INSPECTORS NOT BE USED FOR OTHER THAN PROOF OF PAYMENT SERVICE.**
- b. THE MTA CAC RECOMMENDS THAT AT LEAST ONE MORE MUNI LINE BE DESIGNATED AS PROOF OF PAYMENT WITH ADDITIONAL FARE INSPECTOR STAFFING TO BE ADDED.**
- c. THE MTA CAC RECOMMENDS THAT THE NUMBER OF COACHES IDENTIFIED FOR SPECIAL EVENTS NOT EXCEED THE ASSIGNED TOTAL OF THE RESERVE FLEET AND THAT THE RESERVE FLEET COACHES BE USED FOR SPECIAL EVENTS SERVICE.**

Regular scheduled meeting: September 23, 2002

Items discussed: Station Operations Discussion, Rescue Muni M & N Line Recommendations, Service and Signage Improvements to 39 Coit Service; Passenger Service Requests

Next regular meeting: **October 28, 2002**, 2002, 401 Van Ness, Room 334, 5:30 PM.

Pending Items: Department of Parking and Traffic (DPT)/Service Planning, Bus Cleaning; Muni Inspectors

12. Engineering and Maintenance (EMC) (Nia Crowder, EMC Chair)

Last meeting held: August 15, 2002

Items Discussed: Facilities Management Plan: Infrastructure and Project Relationships Between Muni, CalTrain, and Bay Area Rapid Transit N-Judah Track Replacement/Cole Valley Neighborhood Impact Update, Compressed Natural Gas (CNG) Pilot Program Update, Review of Third Street Rail Project Community Issues.

Motions: none (no quorum)

Regular scheduled meeting: **September 19, 2002**, 1145 Market, 3rd Floor, 4:00 PM.

Discussion Items: CS-138 Professional Engineering Services for Third Street Light Rail Transportation Phase II: New Central Subway – Award and Third Street Light Rail Project Update; Compressed Natural Gas (CNG)/Alternative Fuel Pilot Program Update

Next regular meeting: **October 17, 2002**, 1145 Market, 3rd Floor, 4:00 PM.

Pending Items: Facilities Management Plan: Infrastructure and Project Relationships Between Muni, CalTrains, and Bay Area Rapid Transit (BART).

13. Finance and Administration (FAC) (Daniel Murphy, FAC Chair)

Last meeting held: August 13, 2002

Items Discussed: Policy for the Approval of Municipal Transportation Agency (MTA) Contracts, Contract Modifications and Change Orders, Retirement Pickup Agreement Follow-up and Recommendation; Transit Impact Development Fee (TIDF)/SoMa Service Follow-up; Fiscal Year 2001 Audit; Translink Follow-up; Use of Leaseback Funds.

MOTION: THE MTA CAC RECOMMENDS THAT THE MTA BOARD APPROVE THE PROPOSED NEW POLICY FOR THE AUTHORIZATION OF CONTRACT MODIFICATIONS AND CHANGE ORDERS FOR MTA CONTRACTS, SUBJECT TO CLARIFICATION REGARDING IMPACT ON REVENUE CONTRACTS.

Next regular meeting (resch.): **Sept. 30, 2002**, 401 Van Ness, Rm. 334, 5:45 PM.

Pending Items: Fiscal Controls, San Francisco Municipal Railway Improvement Corporation (SFMRIC), Budget Documents Preparation & Presentation, and Use of Lease/Leaseback Findings

14. Safety, Training, and Accessibility (STAC) (Bruce Oka, STAC Chair)

Last Meeting held: September 12, 2002

Items Discussed: Report on Evacuation Drills Conducted Since November 18, 2001

Motions: none

Next regular meeting: **October 10, 2002**, 1145 Market Street, Rm. 325, 3:00PM

Pending Items:

15. Review of Outstanding CAC Information Requests (Discussion/Action)

16. Council Members' Questions and Comments (Discussion/Action)

17. MTA CAC Agenda Planning (Discussion/Action)

Next regular meeting: **October 3, 2002**, 401 Van Ness, Room 334, 5:30PM

Pending Items: FY 2004 CIP/SRTP Update – Call for Projects Process and Criteria, Sunshine Ordinance Training, DPT Presentations

Proposed DPT Presentations: Enforcement Division Priorities and Deployment Overview

(**October 3rd.**), Liveable Streets (Pedestrian Safety, School Area Safety, Red Light Photo Enforcement Program Traffic Calming) and the Bicycle Program (**November 7th.**), Parking Authority Overview and Sfgo (Integrated Transportation Management System) (**December 5th.**)

18. Adjournment

Attachments:

Item 3 - MTA CAC Draft Minutes of July 11, 2002 and August 1, 2002

Item 5 - Monthly Staff Report (Memorandum dated September 16, 2002, from Paul Czechowicz, Staff Liaison)

Item 7 –Email of Tuesday, September 17, 2002 10:46AM from Daniel Weaver, MTA CAC Member, with Phelan Loop area map

Item 9 – Department of Parking and Traffic PowerPoint Presentations (Subjects: An Introduction to the Traffic and Engineering Division and San Francisco Transit Preferential Streets Program)

Item 11c – Letter dated September 3, 2002 from Tom Mullen, Muni Operations

Item 13 - MTA Board Calendar Item No. 14 of September 17, 2002



**Municipal Transportation Agency
Citizens' Advisory Council
City and County of San Francisco**

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**Thursday, September 24, 2002, 5:30 p.m.
401 Van Ness Avenue, Room 334 (Conference Room)
San Francisco, CA**

1. **Call to Order/Roll Call** (Agenda Item 1). The meeting was called to order at 5:35 p.m.

MTA CAC Members Present: Nia Crowder, Joan Downey, Daniel Murphy, Bruce Oka, David Pilpel, Norman Rolfe, Linton Stables, Daniel Weaver, Tom Wetzel.

MTA CAC Members Absent: Sue Cauthen, Art Cimento, Ellen Hayes, Dorris Vincent.

Muni Staff Present: John Katz (Transit Manager, Muni Construction Project Integration), Shahnam Farhangi (Manager, Contract Administration), Paul Czechowicz (MTA CAC Staff Liaison), Vincent Dunlap (MTA CAC Secretary).

DPT Staff Present: Diana Hammons (Director, Government Relations & Public Affairs), Bond Yee, City Traffic Engineer and Deputy Director, DPT); Britt Thesen, DPT Traffic Engineer

2. **Public Comment** (Agenda Item 2). The Chair called for public comment on any item within the jurisdiction of the MTA CAC but not identified as an agenda item. No comment public comment was made.

3. **Review and Adopt Minutes of July 11, 2002 and August 1, 2002** (Agenda Item 3). Per the suggestion of the Chair, Linton Stables moved the following motions, which were seconded by Nia Crowder and Bruce Oka, respectively:

MOTION: THAT THE DRAFT MINUTE OF JULY 11, 2002 OF THE MTA CAC BE APPROVED AS AMENDED.

The motion carried by a vote of eight (8) to one (1). Nia Crowder, Joan Downey, Daniel Murphy, Bruce Oka, Norman Rolfe, Linton Stables, Daniel Weaver, and Tom Wetzel voted yes and David Pilpel voted no.

MOTION: THAT THE DRAFT MINUTE OF AUGUST 1, 2002 OF THE MTA CAC BE APPROVED AS AMENDED.



401 VAN NESS AVENUE-SUITE 334 -SAN FRANCISCO-CA. 94102-4524
(415) 554-6873 FAX (415) 554-4103



The motion carried by a vote of eight (8) to one (1). Nia Crowder, Joan Downey, Daniel Murphy, Bruce Oka, Norman Rolfe, Linton Stables, Daniel Weaver, and Tom Wetzel voted yes and David Pilpel voted no.

4. **Report of the Chair** (Agenda Item 4). Daniel Murphy (MTA CAC Chair) stated that there are continuing meetings of the CAC/Muni Staff Task Force addressing effectiveness issues. The Task Force is in the process of drafting an information request policy and is developing Committee Chair/Staff expectation guidelines, which will be presented to Council members in a draft form for their review and input.

5. **Staff Report** (Agenda Item 5). Paul Czechowicz (MTA CAC Staff Liaison) stated in addition to information included in the Monthly Staff Report (Attachment to Agenda Item 5), the 2002 California Public Utilities Commission (CPUC) System Safety & Security Tri-Annual Audit is ongoing and findings will be distributed to the Council at completion of the audit.

6. **Election of MTA CAC Vice Chair** (Agenda Item 6). A discussion regarding possible ways to amend the Council's Rules and Procedures as a means to resolve the election deadlock occurred. Daniel Weaver suggested electing two Vice Chairs with defined duties and responsibilities. Another suggestion was to establish a time/term limit for the Vice Chair pro tem and the Council function without a Vice Chair until the next election. The Chair expressed the opinion that it is probable that the election issue can be resolved without changing the existing rules and this is the considered preferred method. The Chair then suggested that the Vice Chair election be referred to the next Council meeting, October 3rd. Mr. Murphy stated that if a resolution is not obtained at that time, then quite possibly Ms. Crowder, Mr. Pilpel, Mr. Weaver and he could forge some agreement that might be acceptable to the Council membership. Mr. Oka moved the following motion, which was seconded by Norman Rolfe:

MOTION: THAT THE ELECTION OF THE MTA CAC VICE CHAIR (AGENDA ITEM 6) BE CONTINUED TO THE COUNCIL'S OCTOBER MEETING.

The motion unanimously passed.

7. **Ocean Avenue Reconstruction and Improvement Project** (Agenda Item 7). The Chair requested that Mr. Weaver provide the Council a brief background regarding this item. Referring to the attachment to Agenda Item 7, Mr. Weaver stated that as part of the Better Neighborhoods 2002 Programs, the Planning Department and Muni were to develop an interim plan for the Phelan Loop. Mr. Weaver's concerns are that a full parking lot not be reconstructed in the expanded island in the middle of the newly reconfigured Phelan Loop, but instead a more attractive seating and transit loading area be constructed with planters, pavers, etc., that faces the street and that reduced automobile parking be placed at the rear to allow for the enhanced seating and transit loading area. The plan Mr. Weaver highly recommended the Council endorse provides for such an area. John Katz (Transit Manager, Muni Construction), stated that Muni is officially neutral between the original concept which provides for 21 parking spaces and the evolving concept which provides for 10 parking spaces. Muni's official position regarding this parcel of land is that it will comply with a

developed community consensus or an ascertained community majority opinion. Mr. Katz stated that historically there has been parking in that area that has been reserved for the clients of the Veterinarian Hospital located across the street. Muni basically inherited this parcel from the old Public Utilities Commission (PUC) when Muni was established as a separate department. Following discussion regarding current use of the land parcel, planned and current improvements projects affecting the Phelan Loop area, safety and accessibility concerns, parking/lease revenue impacts, and conveyed general community opinion concerning the project, Mr. Weaver moved the following motion which was seconded by Joan Downey:

MOTION: THE MTA CAC RECOMMENDS THAT THE RECONFIGURATION OF THE PHELAN LOOP INCLUDE CONSTRUCTION OF A PEDESTRIAN FRIENDLY TRANSIT WAITING AREA ALONG OCEAN AVENUE ON THE SOUTH SIDE OF THE LOOP ISLAND AND MOVE PARKING SPACES TO THE NORTH SIDE OF THE LOOP ISLAND.

Following an opened process of suggested amendments to the motion, the motion was amended to read as follows:

MOTION: THE MTA CAC RECOMMENDS THAT THE RECONFIGURATION OF THE PHELAN LOOP INCLUDE CONSTRUCTION OF A PEDESTRIAN FRIENDLY TRANSIT WAITING AREA ALONG OCEAN AVENUE ON THE SOUTH SIDE OF THE LOOP ISLAND, REDUCE THE NUMBER OF PARKING SPACES AND ENDORSES ALTERNATE DESIGN CONCEPT PLAN AS DEVELOPED BY THE DEPARTMENT OF PUBLIC WORKS LANDSCAPE ARCHITECTURE DEPARTMENT.

The motion unanimously passed.

The Chair called for Agenda Item 9 and indicated that Agenda Item 8 would then follow.

8. Department of Parking and Traffic (DPT) Presentation and Overview of Traffic Engineering Operations, and the Transit Preferential Streets (TPS) Program (Agenda Item 9). The Chair indicated that this is the first of four presentations that the DPT will be providing to the Council in educating the Councils as to the departments operations so that Council members will become better informed in fulfilling their role as a Citizens' Advisory Council to DPT as well as to Muni. Diana Hammons (Director, Government Relations, Public Affairs, DPT) began with a brief explanation regarding the purpose for the presentation and introduced Bond Yee (Deputy Director, DPT). Mr. Yee's presentation entailed an introduction to the Traffic Engineering Division, which included an explanation of the Department's Mission and responsibilities. An overview of how the Department manages traffic and streets while optimizing and balancing the competing needs for the limited City street space using current transit technologies, equipment and programs to improve safety and urban mobility was provided to the Council. Mr. Yee explained the Livable Streets Program, which includes Pedestrian, Traffic Calming, Red Light Camera, School Area Safety, Bicycle Planning, Transit Preferential Streets, and construction design input on Capital Projects. Mr. Yee explained the development of an Integrated Transportation Management System and Command Center. Britt Thesen (DPT Traffic Engineer) continued the

presentation by briefing the Council on the San Francisco Transit Preferential Streets Program (TPS), which is a program to make streets more transit friendly in a city that depends heavily on public transit. Ms. Thesen commented on the role of the Department's transportation planners and engineers in identifying transit delays and developing solutions, the goal and objectives of the TPS Program, and the Department's role in supporting the City's Transit First Policy. A question and answer period followed the presentations with the Chair extending his thanks.

9. MTA CAC Recommendation on Compressed Natural Gas (CNG)/Alternative Fuel Pilot Program (Agenda Item 8). The Chair called for the reintroduction of Agenda Item 8, which was moved by Mr. Stables. Ms. Crowder commented that the Council's Engineering and Maintenance Committee (EMC) had met to formulate an opinion regarding the CNG/Alternative Fuel Pilot Program. After discussion with Muni Staff, the EMC was of the opinion that further study should be conducted regarding alternative fuel vehicles before any final decision is made. Following an open discussion of this agenda, the Chair indicated that the following motion had been moved and seconded:

MOTION: THE MTA CAC RECOMMENDS THAT THE MTA AND MUNI STRONGLY OPPOSE ANY EFFORT OR RESOLUTION TO HALT TESTING OF ALTERNATIVE FUEL VEHICLES. THE MTA CAC BELIEVES THAT ADDITIONAL TESTING IS NECESSARY AND WARRANTED BEFORE COMMITTING TO ANY SPECIFIC ALTERNATIVE FUELS TECHNOLOGY OR PROCUREMENT OF NEW VEHICLES, PARTICULARLY TECHNOLOGIES OR VEHICLES THAT WOULD REQUIRE THE CONSTRUCTION OR INSTALLATION OF NEW FUELING FACILITIES.

The motion unanimously passed.

The Chair then indicated a desire to consider the motions from the Council's Committees and that the actual Committee Reports be referred to the next Council meeting in nine days.

10. Service Design & Marketing Committee (SDMC) (Agenda Item 10). Mr. Pilpel moved the following motion, which was seconded by Ms. Downey. Mr. Murphy commented that signage in a couple of Metro Stations does not clearly indicate that the Third Street Line is under construction. Mr. Murphy had noted on occasions that passenger confusion has occurred in understanding how to transit to Third Street.

MOTION: THE MTA CAC RECOMMENDS THAT METRO SIGNAGE INCLUDE THE LAST DEPARTURE ON EACH LINE AND THAT MAPS IN STATIONS MORE CLEARLY DIFFERENTIATE LINES PLANNED AND UNDER CONSTRUCTION FROM LINES IN SERVICE.

The motion unanimously passed.

11. Service Reliability and Quality Committee (SRQC) (Agenda Item 11). Ms. Downey introduced Motion a. Following discussion, the MTA CAC Chair stated that without objection Motion a would be referred to the next Council meeting:

MOTION a: THE MTA CAC RECOMMENDS THAT FARE INSPECTORS NOT BE USED FOR OTHER THAN PROOF OF PAYMENT SERVICE.

Ms. Downey introduced Motion b and stated the Committee was of the opinion that Proof of Payment needs to be implemented throughout the system and as a first step the following recommendation was made:

MOTION b: THE MTA CAC RECOMMENDS THAT AT LEAST ONE MORE MUNI LINE BE DESIGNATED AS PROOF OF PAYMENT WITH ADDITIONAL FARE INSPECTOR STAFFING TO BE ADDED.

The motion unanimously passed.

Ms. Downey introduced Motion c and stated the Committee was of the opinion that in support of special events occurring at Candlestick Park during rush hour services regular service lines should not be impacted. Therefore, the following recommendation was made:

MOTION c: THE MTA CAC RECOMMENDS THAT THE NUMBER OF COACHES IDENTIFIED FOR SPECIAL EVENTS NOT EXCEED THE ASSIGNED TOTAL OF THE RESERVE FLEET AND THAT THE RESERVE FLEET COACHES BE USED FOR SPECIAL EVENTS SERVICE.

Following discussion of Motion c, Mr. Pilpel moved that the item be continued to the next Council meeting. The motion to continue was seconded by Mr. Rolfe. The Chair then called for a hand count on the motion to continue.

The motion to continue Motion c passed with a vote of seven (7) to two (2). Nia Crowder, Joan Downey, Daniel Murphy, Bruce Oka, Norman Rolfe, Daniel Weaver and David Pilpel voted yes; Linton Stables and Tom Wetzal voted no.

12. Engineering and Maintenance Committee (EMC) (Agenda Item 12). The Council Chair directed that the Committee Report to be provided be referred to the next Council meeting.

13. Finance and Administration (FAC) (Agenda Item 13). Shahn timer Farhang i (Manager, Contract Administration) indicated that contract modification had been before the Council in August by Vince Harris and was referred to the FAC. Mr. Farhang i indicated that the contract modification had been discussed at the FAC meeting in which recommendations were made. Following these discussions the resolution was presented before the MTA Board at its' September 17th meeting. Mr. Farhang i stated that all the recommendations made by the MTA CAC and the FAC were fully considered by Muni Staff prior to presentation to the MTA Board. Mr. Pilpel indicated that he would discuss this matter with Mr. Farhang i.

The Chair indicated that without objection, Agenda Items 14, 15, 16, and 17 would be continued to the next Council meeting.

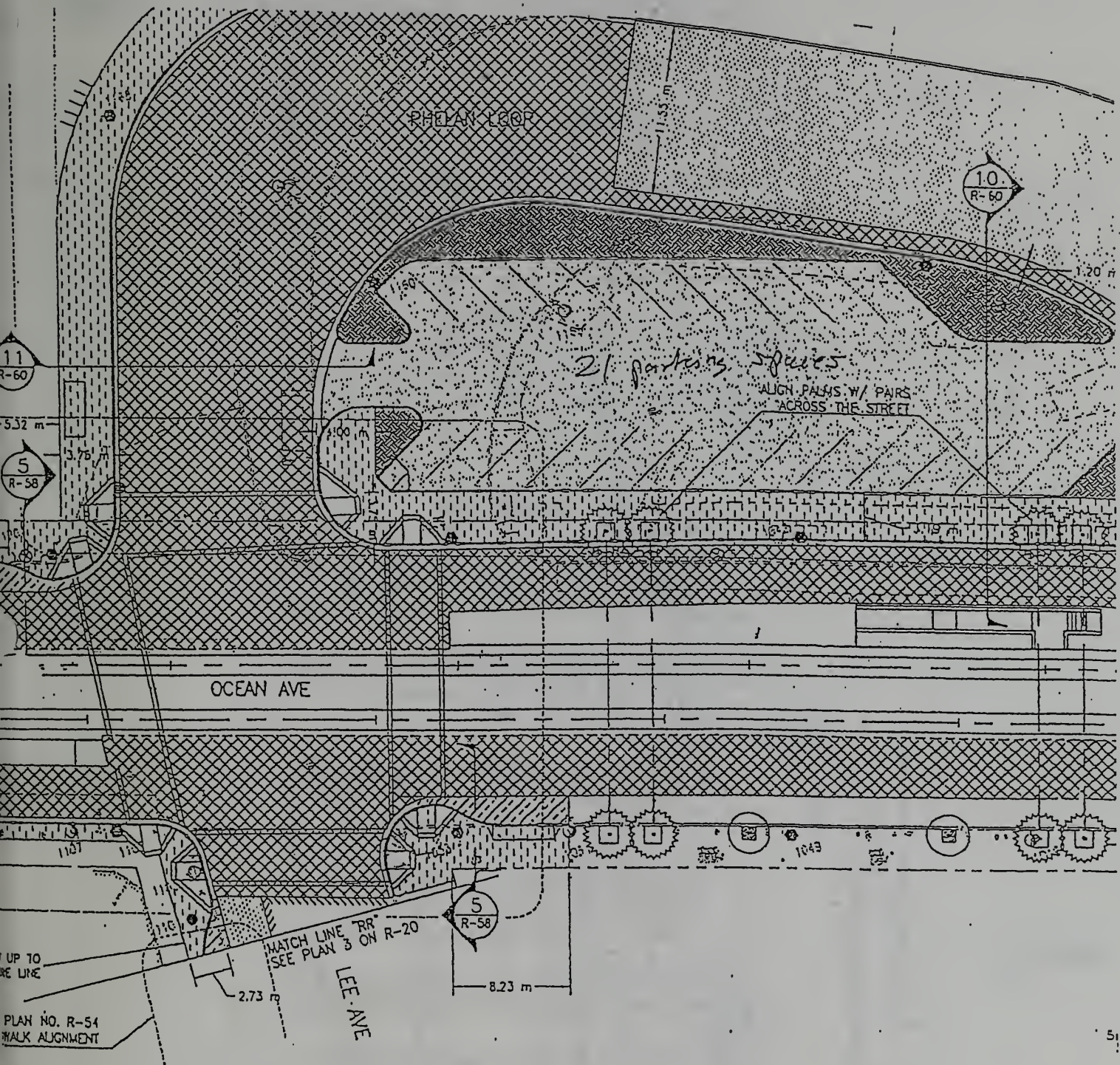
Municipal Transportation Agency
Citizens' Advisory Council
Final Minutes of Regular Meeting
Thursday, September 24, 2002

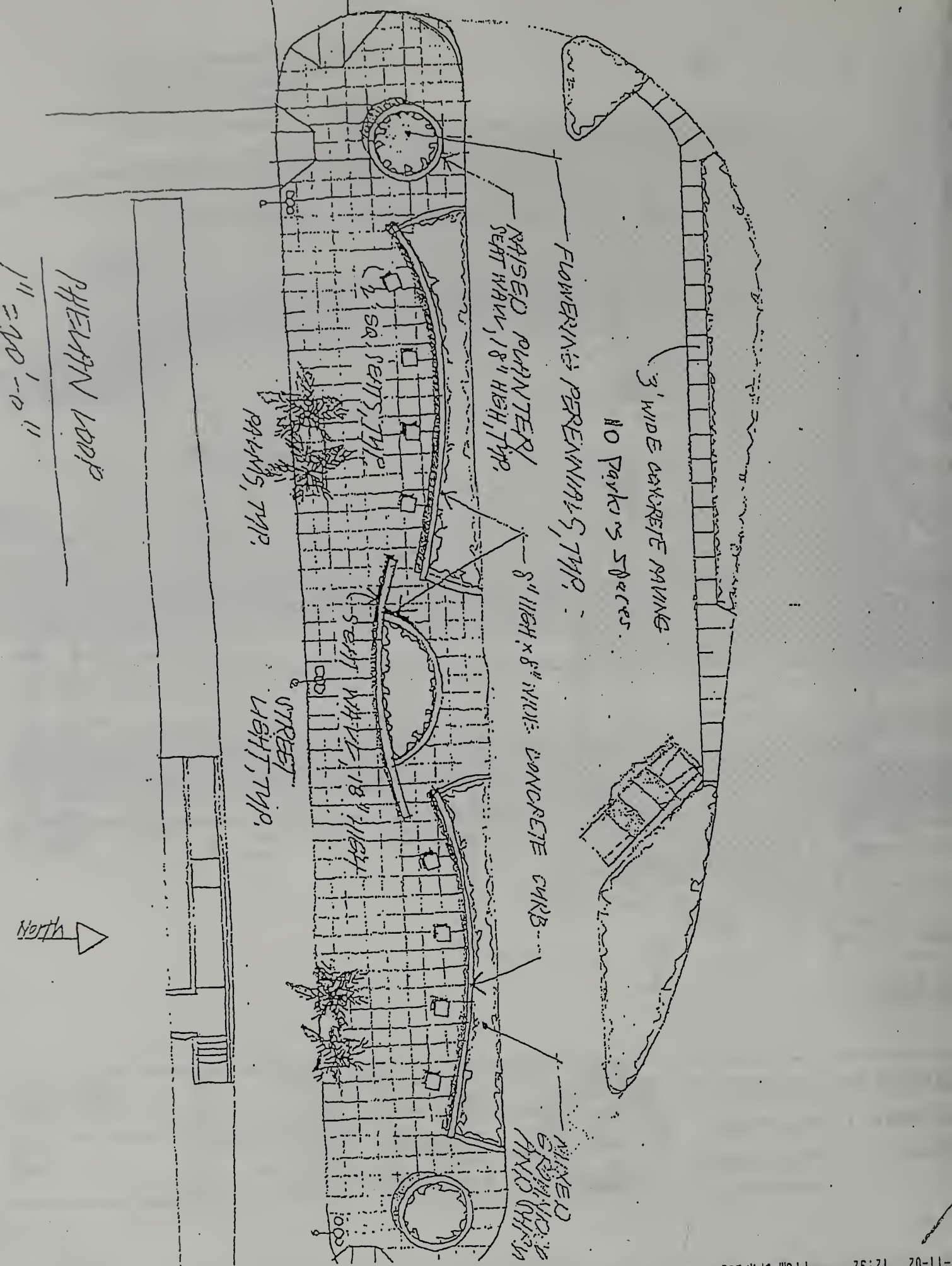
With the departure of Mr. Oka the Council lost quorum.

14. **Adjournment** (Agenda Item 18). Meeting adjourned at 7:30pm.

Attachment:

Item 7 - Bureau of Engineering, Department of Public Works, Ocean Avenue Reconstruction and Improvements Project Diagram (Road STA 21+60) with hand diagram of redesigned landscape layout.







**Municipal Transportation Agency
Citizens' Advisory Council (CAC)
City & County of San Francisco**

Notice of Regular Meeting and Agenda

Thursday, October 3, 2002 at 5:30pm
401 Van Ness Avenue, Room 334 (Conference Room)
San Francisco, CA

Members:

Daniel Murphy (Chair),
Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Bruce Oka, David Pilpel, Norman Rolfe,
Linton Stables, Dorris Vincent, Daniel Weaver, Tom Wetzel
(2 Vacancies)

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Committees:

Service Design and Marketing (SDMC)

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent

Service Reliability and Quality (SRQC)

Joan Downey (Chair), Sue Cauthen,
Daniel Murphy, Bruce Oka, Norman Rolfe

Engineering and Maintenance (EMC)

Nia Crowder (Chair), Linton Stables,
Daniel Weaver, Tom Wetzel

Finance and Administration (FAC)

Daniel Murphy (Chair), Sue Cauthen,
Bruce Oka, David Pilpel, Tom Wetzel

Safety, Training, and Accessibility (STAC)

Bruce Oka (Chair), Linton Stables, Daniel Weaver

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-6873 Voice (415) 554-4103 Fax



Disability Access

This meeting will be held in Room 334 (Conference Room) at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' Building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni bus line nearest the meeting location is the 47 Van Ness. The closest MUNI Metro stop is the Van Ness Muni Station, where one can transfer to a 47 Van Ness bus. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Vincent Dunlap at least 72 hours in advance of need at (415) 554-6873.

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The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the peoples' business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the peoples' review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Avenue, Room 334, during regular business hours. Notices and agendas are posted on Muni's website at <http://www.sfmuni.com/cac>.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, City Hall, Room 409, San Francisco, CA 94102-4683; by phone (415) 554-7724; by fax (415) 554-5163 or by email at Donna_Hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Campaign and Governmental Conduct Code, Section 2.100, to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317, or visit their website at <http://www.ci.sf.ca.us/ethics/>.

**Municipal Transportation Agency
Citizens' Advisory Council (CAC)
City & County of San Francisco**

AGENDA

Regular Meeting

Thursday, October 3, 2002 at 5:30pm

401 Van Ness Avenue, Room 334 (Conference Room)
San Francisco, CA

- | | |
|---|------|
| 1. Call to Order/Roll Call | 5:30 |
| 2. Public Comment | 5:32 |
| 3. Review and Adopt Minutes of September 24, 2002 (Discussion/Action) [Attachment] | 5:37 |
| 4. Report of the Chair (Discussion/Action) | 5:42 |
| 5. Staff Report (Discussion/Action) [Attachment]
Paul Czechowicz (MTA CAC Staff Liaison) | 5:47 |
| 6. Election of MTA CAC Vice Chair (Discussion/Action) | 5:52 |

Staff-Initiated Items (Discussion/Action)

- | | |
|--|------|
| 7. Department of Parking and Traffic (DPT) Presentation on Enforcement Division
Priorities and Deployment Overview
James Howard (Deputy Director, DPT Enforcement Division) | 6:00 |
| 8. Short Range Transit Plan (SRTP)/Capital Improvement Program (CIP) [Attachment]
Darton Ito (Transit Planner, Capital Planning and Grants)
Margurite Fuller (Principal Administrative Analyst, Capital Planning and Grants) | 6:15 |
| 9. Short Range Transit Plan (SRTP) Amendment - Earth Justice Settlement [Attachment]
Suany Chough (Transit Planner, Compliance, Capital Planning and Grants) | 6:30 |
| 10. Trolley Coach Expansion Plan [Attachment]
Darton Ito (Transit Planner, Capital Planning and Grants) | 6:45 |

Committee Reports (Discussion/Action)

- | | |
|--|------|
| 11. Service Design & Marketing (SDMC) (David Pilpel, SDMC Chair) | 6:55 |
|--|------|

Last Meeting held: August 19, 2002

Items Discussed: Muni Marketing (Status Report on Marketing Activities, Graphics and Design Guidelines, Metro Signage), Muni Communications & Community Affairs (Detail Level On Muni Map; Cultural Institutions Outreach/Promotion of Muni Service to Cultural Events; Consolidation of Passenger Brochures, Flyers, Newsletters and Notices), CAC Effectiveness, Relationships with Staff and Ways and Means to Improve, Public Timetable Book Status, Muni Capital Planning (Trolley Coach Service Expansion Plan Schedule), Muni Service Planning (Planning Issues: Service From Ocean Avenue to Alemany Albertsons, 71 Haight-

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT

THE EFFECT OF TEMPERATURE
ON THE RATE OF REACTION
OF HYDROGEN PEROXIDE
WITH FERROUS SULFATE

BY
J. H. KILPATRICK

RECEIVED JANUARY 15, 1934
PUBLISHED FEBRUARY 1, 1934

ABSTRACT
The effect of temperature on the rate of reaction of hydrogen peroxide with ferrous sulfate has been studied. The rate increases with increasing temperature, and the activation energy has been determined.

INTRODUCTION
The reaction of hydrogen peroxide with ferrous sulfate is a well-known reaction, and has been studied by many investigators. The effect of temperature on the rate of reaction has been studied by several investigators, and the activation energy has been determined.

EXPERIMENTAL
The reaction was studied by measuring the rate of disappearance of ferrous sulfate. The reaction was carried out in a constant volume, and the rate was measured by the change in optical density of the solution.

RESULTS
The rate of reaction increases with increasing temperature. The activation energy has been determined to be 14.5 kcal/mole.

DISCUSSION
The results of this study are in agreement with those of other investigators. The activation energy is in good agreement with the value of 14.5 kcal/mole reported by other investigators.

CONCLUSIONS
The rate of reaction of hydrogen peroxide with ferrous sulfate increases with increasing temperature. The activation energy has been determined to be 14.5 kcal/mole.

REFERENCES
1. J. H. Kilpatrick, J. Chem. Phys., 2, 281 (1934).
2. J. H. Kilpatrick, J. Chem. Phys., 3, 281 (1935).

APPENDIX
The following table gives the rate constants for the reaction of hydrogen peroxide with ferrous sulfate at various temperatures.

Noriega Reroute to Chinatown, Bayview Meeting of July 22, 2002, 30X Marina Express stop at Van Ness and Union, New Transfer Policy, 80X/81X/82X CalTrain Expresses Service Reduction, 56 Rutland Reroute), Muni Schedules (Schedule Changes Pending For Future Signups, Fiscal Year (FY 2002-03 Budget, Service Adjustments, and Potrero Run Cuts, Maximum Equipment Demand and Recapitulation of Schedules For FY2001-02 Signups, Status of Proposed New Scheduling System).

Next regular meeting **October 21, 2002**, 401 Van Ness, Room 334, 5:30 PM

Pending Items: FY 2004 CIP/SRTP Update - Call for Projects Process and Criteria (Duncan Watry, Manager, Capital Planning and Grants, Margurite Fuller, Principal Administrative Analyst, Darton Ito, Transit Planner, Capital Planning & Legislative Affairs); Applications Integration Presentation (Debbie Denison and Kylie Grenier), 2002-03 Work Plans, Data Collection Plan, Graphics and Design Guidelines, Marketing Review, Metro Signage, Quarterly Reviews, Priorities for Service Additions and/or Cuts (including Late Night/Owl and Short-term Service Change Proposals), Special Event Service Planning, Fare Policies

12. Service Reliability and Quality (SRQC) (Joan Downey, SRQC Chair)

6:58

Last Meeting held: September 23, 2002

Items discussed: Station Operations, Rescue Muni M & N Line Recommendations, Service and Signage Improvements to 39 Coit Service; Passenger Service Reports

Next regular meeting: **October 28, 2002**, 2002, 401 Van Ness, Room 334, 5:30 PM.

Pending Items: Department of Parking and Traffic (DPT)/Service Planning, Bus Cleaning; Muni Inspectors

MOTIONS:

a: THE MTA CAC RECOMMENDS THAT FARE INSPECTORS NOT BE USED FOR OTHER THAN PROOF OF PAYMENT SERVICE. (continued from September 24, 2002 meeting)

b: THE MTA CAC RECOMMENDS THAT THE NUMBER OF COACHES IDENTIFIED FOR SPECIAL EVENTS NOT EXCEED THE ASSIGNED TOTAL OF THE RESERVE FLEET AND THAT THE RESERVE FLEET COACHES BE USED FOR SPECIAL EVENTS SERVICE. (Continued from September 24, 2002 meeting)

c. THE MTA CAC RECOMMENDS THAT MUNI ELIMINATE THE WILLARD STOP ON THE N-JUDAH LINE AND MOVE THE HILLWAY REVENUE STOP TO THE LOCATION OF THE MANDATORY SAFETY STOP AT THE CROSSOVER.

13. Engineering and Maintenance (EMC) (Nia Crowder, EMC Chair)

7:06

Last meeting held: September 19, 2002, 1145 Market, 3rd Floor, 4:00 PM. (No Quorum)

Discussion Items: CS-138 Professional Engineering Services for Third Street Light Rail Transportation Phase II: New Central Subway – Award and Third Street Light Rail Project Update; Compressed Natural Gas (CNG)/Alternative Fuel Pilot Program Update

Next regular meeting: **October 17, 2002**, 1145 Market, 3rd Floor, 4:00 PM.

Pending Items: Facilities Management Plan: Infrastructure and Project Relationships Between Muni, CalTrains, and Bay Area Rapid Transit (BART).

14. Finance and Administration (FAC) (Daniel Murphy, FAC Chair)

7:09

Last meeting held: August 13, 2002

Items Discussed: Policy for the Approval of Municipal Transportation Agency (MTA) Contracts, Contract Modifications and Change Orders, Retirement Pickup Agreement Follow-up and Recommendation; Transit Impact Development Fee (TIDF)/SoMa Service Follow-up; Fiscal Year 2001 Audit; Translink Follow-up; Use of Leaseback Funds.

Next regular meeting: **October 8, 2002**, 401 Van Ness, Rm. 334, 5:45 PM.

Pending Items: Fiscal Controls, San Francisco Municipal Railway Improvement Corporation (SFMRIC), Budget Documents Preparation & Presentation, and Use of Lease/Leaseback Findings

15. Safety, Training, and Accessibility (STAC) (Bruce Oka, STAC Chair)

7:12

Last Meeting held: September 12, 2002

Items Discussed: Report on Evacuation Drills Conducted Since November 18, 2001

Motions: none

Next regular meeting: **October 10, 2002**, 1145 Market Street, Rm. 325, 3:00PM

Pending Items:

16. Review of Outstanding CAC Information Requests (Discussion/Action)

7:15

17. Council Members' Questions and Comments (Discussion/Action)

7:20

18. MTA CAC Agenda Planning (Discussion/Action)

7:25

Next regular meeting: **November 7, 2002**, 401 Van Ness, Room 334, 5:30PM

Pending Items: Sunshine Ordinance Training, DPT Presentations

Proposed DPT Presentations: Liveable Streets (Pedestrian Safety, School Area Safety, Red Light Photo Enforcement Program Traffic Calming) and the Bicycle Program (**November 7th.**), Parking Authority Overview and Sfgo (Integrated Transportation Management System) (**December 5th.**)

19. Adjournment

7:30

Attachments:

Item 3 – MTA CAC Draft Minutes of September 24, 2002

Item 5 – Monthly Staff Report

Item 8 – Capital Improvement Program FY2002-FY2021 Interim Update (August 2002)

Item 9 – Earth Justice Lawsuit Settlement Project Update (September 4, 2002)

Item 10 – San Francisco Municipal Railway Route Electrification Study (July 8, 2002)

Dunlap, Vincent

From: Unaegbu, Ted
Sent: Thursday, August 29, 2002 4:45 PM
To: Dunlap, Vincent
Subject: POP Fare Inspection Tracking Log

Vincent,
As requested by David Pilpel and members of the Citizens' Advisory Committee, I have attached here the July 2002 tracking report on fare inspections. As I explained at the Monday evening meeting, each monthly report covers daily activities in the these three categories: number of passengers counted, number of fare evaders, and number of citations issued. On the last page (on the bottom) are the grand totals of these tallies, as well as the evasion rate for the month. Please let me know if you have any questions or need further clarifications. Thanks.



Fare Insp. Tallies
for July. 2...

TED UNAEGBU
Manager, Proof of Payment
San Francisco Municipal Railway/MTA
Office: (415) 554 - 7166
Pager: (415) 679 -1005
email: Ted_Unaegbu@ci.sf.ca.us

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MONTHLY CITATION REPORT

JULY 2002

1 2 3 4 5 6 7 8 9 10 11

LOCATION	1			2			3			4			5			6			7			8			9			10			11			12		
	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS			
J-District 1	29			298	2		426	2		290	2		237			174	2			24			125	2		115			71			174	3	2		
J-District 2							217	1												38						71										
J-District 3																						18														
K-District 1	52			151	1		111			196	1		21			11				33			50			7						131				
K-District 2																																				
L-District 1	297			293			196			173	2	1	321			82				65	1		66			345	2		462	2	160	2	2			
L-District 2										87										55			257	3		29			485	5	429	2				
M-District 1	72	1	1	78			561	4	1	107	3		123	1		67						138	1		46						66					
M-District 2										65												31			22			37	1							
N-District 1	231	2	1	806	3	2	601	5	2	767	4	2	794	9	4	426	1			436			266			303	2		813	9	6	724	5	4		
N-District 2							86			198	3	2	30							180						51			65			429	7	6		
N-District 3	415	8		433	7	2	143	1	1	198	6																									
Check Points																																				

DAILY TOTAL	1096	11	2	2059	13	4	2341	13	4	2081	21	5	1526	10	4	760	3	0	831	1	0	951	6	0	989	4	0	1933	17	6	2113	19	14
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MONTHLY CITATION REPORT

JULY 2002

SUB-TOTAL			12			13			14			15			16			17			18			19			20			21			22		
PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS			
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326	1	0	235	2								114			97			217			165			222							128	1			
18	0	0																													12				
763	2	0										25			102			23			312	1		21			1				93				
0	0	0																													48				
2460	9	3	98	1	1	128			47	1		264	1	1	343			257	3		77			192	3	2	70			207	2				
1342	10	0							256	1		340	1		271	6	3	181	1					21						181	4				
1258	10	2	38									345	1		466	1		342	1		561	1		402	3	1	74			434	1				
155	1	0																		50										43					
6167	40	21	789	7	5	275	2					653	4	3	1413	9	2	991	11	3	1550	26	7	789	13	7	175	1	1	447	11				
1039	10	8	891	8	7	79						244	3	1	84			266	1		108	5		35			194			251	6				
1189	22	3	89	2	1							98	1					15			34						26	1		14					
0	0	0													81	1	1													54					
16680	118	39	2154	20	14	482	2	0	303	2	0	1485	11	2	2702	15	7	2767	22	6	3044	38	8	1735	19	11	564	2	1	1952	25				

MONTHLY CITATION REPORT

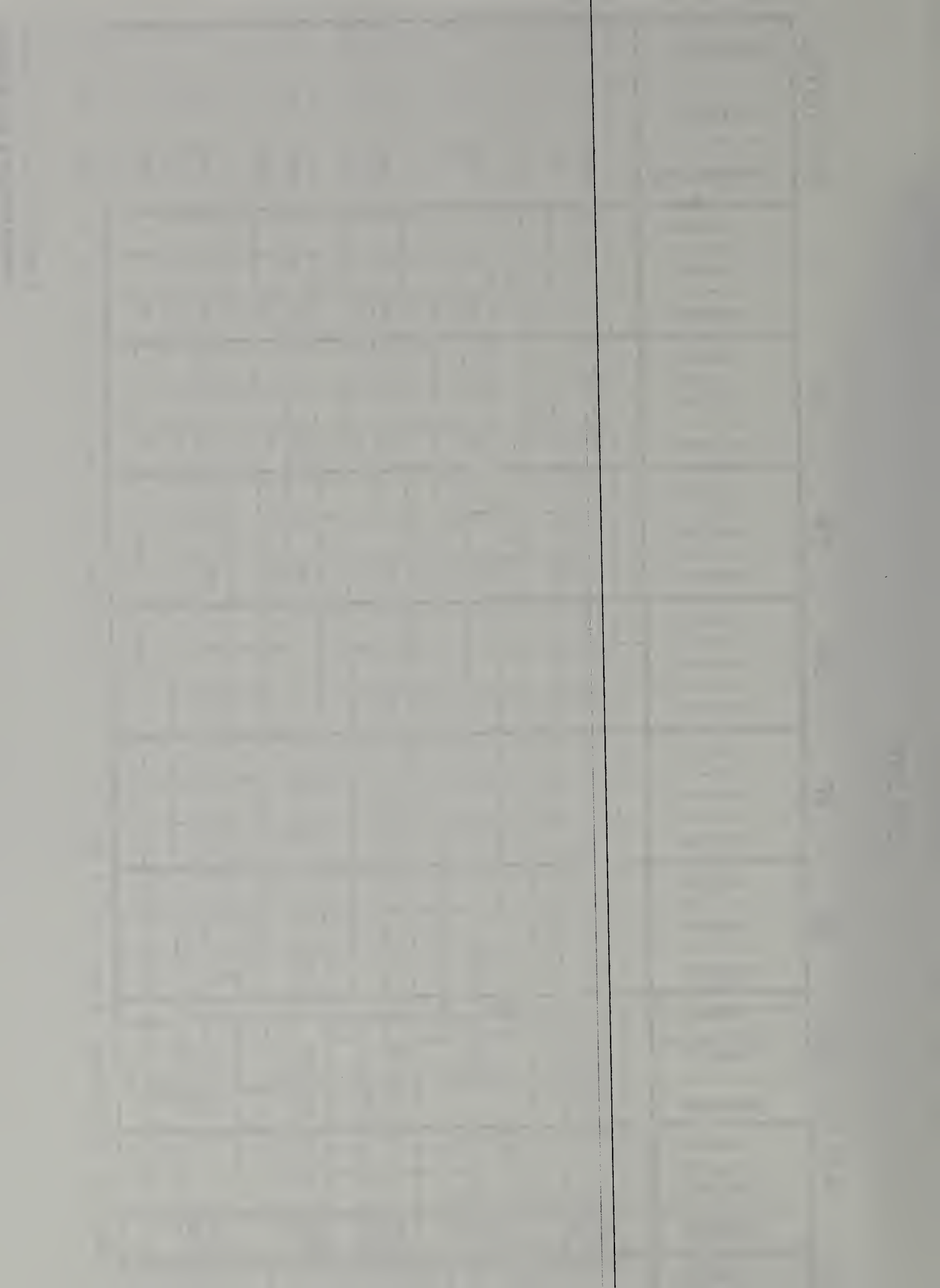
JULY 2002

SUB-TOTAL 23 24 25 26 27 28 29 30 31 SUB-TOTAL

CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	PASSENGERS	NON FARE	CITATIONS	PASSENGERS	NON FARE	CITATIONS									
	0	0	0																			0	0										
	1652	18	7	133			392	4	3	275	1	1	208	2			26	1	1	12		278	1	5	4	504	6	2	2538	20	11		
	1178	3	0	268	3	2	97			204											231								800	3	2		
	12	0	0																				94	0					94	0	0		
	622	1	1	42			157						29				12	1		42		370	1	2		186	2		1028	6	0		
	62	0	0				25																4						29	0	0		
	2011	14	4	632	3	2	695	3	1	369	5	1	189				35			18		33		3	2	492	2	2	2835	16	8		
	1354	13	3	158	3	1	245	3	3	297													111	5	1	282	2	2	1093	13	4		
1	2662	8	2	193			610	5	2	271	3		178	1			60	2	2	22		546	8	1	4	827	10	5	3660	40	14		
	93	0	0				139	1	1													131		1		106			434	2	1		
5	7533	85	33	636	10		993	17	8	562	8		532	6	6		214	1	1	57		305	4	3	10	5	648	6	3	4718	62	26	
4	2628	30	14	316	6	2	58			302	5	1	24								167	4	2	1		4	3	190	4	3	1129	20	8
	342	4	1							91	1											58				40			284	1	0		
	135	1	1	21																									21	0	0		

10 20284 177 66 2399 25 7 3411 33 15 2371 23 3 1160 9 6 347 5 4 151 0 0 2119 18 6 3430 38 16 3275 32 17 18663 183 74

Evasion Rate (as a % of all passen
Citation Rate (as a % of all passen



JULY 2002

TOTAL

PASSENGERS	NON FARE	CITATIONS
0	0	0
6453	51	20
2304	7	2
124	0	0
0	0	0
2413	9	1
91	0	0
0	0	0
7306	39	15
3789	36	7
0	0	0
7580	58	18
682	3	1
0	0	0
18418	187	80
4796	60	30
1815	27	4
156	1	1

55627 478 179

gers counted)
gers counted)

0.86
0.32

**Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco
Attendance Chart (Calendar Year 2002)**

Last Name	First Name	Appointing Officer (District)	1/3/02	2/7/02	3/7/02	4/4/02	5/2/02	6/6/02	6/17/02 (MTA CAC Special Budget Meeting)	6/19/02 (SFTA CAC / MTA CAC Meeting)	7/11/02	8/01/02	9/24/02	Total Number of Regular Meetings of the MTA CAC Missed during Calendar Year 2002
Cauthen	Sue	Peskin (District 3)	P	P	P	P	P	P	P	P	P	P	A	1
Cimento	Art	Mayor Brown	A	A	A	A	A	A	A	A	P	P	A	7
Crowder	Nia	Newsom (District 2)	P	P	P	P	P	P	P	P	P	A	P	1
Downey	Joan	Mayor Brown	P	P	P	P	P	P	P	P	A	P	P	1
Hayes	Ellen	Mayor Brown	P	P	P	P	A	P	A	A	A	P	A	3
Murphy (Chair)	Daniel	Ammiano (District 9)	P	P	P	P	P	P	P	P	P	P	P	0
Oka	Bruce	McGoldrick (District 1)	P	A	P	P	P	P	P	P	P	P	P	1
Pilpel	David	Yee (District 4)	P	A	P	P	P	P	P	P	P	P	P	1
Planthold	Bob	Leno (District 8)	P	P	R	R	R	R	R	R	R	R	R	
Rolfe	Norman	Gonzalez (District 5)	P	P	P	P	P	P	P	P	P	P	P	0
Stables	Linton	Mayor Brown	P	P	P	P	P	P	P	P	P	P	P	0
Vincent	Doris	Maxwell (District 10)	P	A	P	P	A	A	P	P	P	P	A	3
Weaver	Daniel	Sandoval (District 11)	P	P	P	P	P	P	P	P	P	P	P	0
Wetzel	Tom	Daly (District 6)	P	A	P	A	P		P	A	A	A	P	4
		Hall (District 7)	V	V	V	V	V	V	V	V	V	V	V	

Updated September 9, 2002

Legend:

P - Present
A - Absent
R - Resigned
V - Vacant

Note: (1) Council members shall not miss more than four meeting in any twelve-month period.
(2) Only regular meeting of the MTA CAC are counted as absent (Special Meetings do not apply)

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OCT 2 2002

SAN FRANCISCO
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DAY	DATE	TIME	EVENT	LOCATION	EXTRA EQUIP/SPECIAL NOTES
SAT	05	1100	BLESSING OF ANIMALS	GGATE BET LEAVENW&JONES	TRAFFIC IMPACT: 5
SAT	05		WILD CARD GAME 3	PACBELL PARK	G=10
SAT	05	1700	10-10 PARADE	STOCKTON BET PACIF&POST	RR: 30, 45, 12, 2, 3
SUN	06	0900	BRIDGE TO BRIDGE RUN	EMB-JEFFERSON-MARINA	RR: 10, 12, 28, 29
SUN	06		WILD CARD GAME 4	PACBELL PARK	G=20
SUN	06	1400	NOT IN OUR NAME RALLY	UNION SQUARE	TRAFFIC IMPACT: 38, 3, 30, 45
SUN	06	1000	CASTRO STREET FAIR	CASTRO	RR: 24, 33, 35, 37, F
SUN	06	1200	BLESSING OF FISHING FLEET & PROCESSION	JEFF BET JONES & TAYLOR	RR: F
SUN	06	1315	49ERS VS ST LOUIS	3 COM PARK	K=20, W=20, F=20
SAT	12	0900	POTRERO HILL FESTIVAL	SOUTHERN HTS-DEHARO	RR: 53, TRAFFIC IMPACT: 19
SAT	12	1100	IMMIGRANT PRIDE DAY	24 TH ST BET MISS&SVN	RR: 24, 67
SAT	12	1300	NAT LEAGUE CHAMP SER	PACBELL PARK	G=10
S-S	12-13	1200	FLEET WEEK EVENTS	WATERFRONT	SUPP SVC: 32, 47
S-S	12-13	1000	CLEMENT ST FAIR	CLEMENT BET 4 TH -6 TH	RR: 2
SUN	13	1300	COLUMBUS DAY PARADE	JEFF-COLUMBUS-STOCKTON	MC SUB & RR: 30, 45; RR: 15, 39, 10, 59, F
SUN	13	1630	NAT LEAGUE CHAMP SER	PACBELL PARK	G=10

MUNI MAJOR CAPITAL PROJECTS AT A GLANCE

PROJECTS	COMPLETED* (within last 6 mo)	PROJECTED DATE* (Subject to Change)	APP'VD BUDGET* (& estimates)	RESPONSIBLE PARTY
MUNI METRO SYSTEM				
Advanced Train Control System (ATCS)				
48 Train-Per-Hour Demonstration Contract closeout	January, 2001	2003	\$79,917,214	JOHN THOMAS 554-0719
LRV2 (Bredas) 1st 77 – End delivery	March, 1999	End: TBD	For 151 LRV2s:	TRINH NGUYEN 401-3113
Retrofit program	Began: Mar, 2000		\$ 514,392,900	
Next 59 (total 136)	Nov 1999-Jun 2002			
Next 15 (total 151)- Delivery (5 delivered)	Start: July 2002	Last 10: TBD		
Third Street LRT Project, Phase I, I.O.S.				
Seg A [DPW]: 4 th St Bridge – NTP Complete construction	May, 2002	September, 2002 February, 2004	Total Project Budget \$ 337,142,024	DENNIS TSAI 554-0732
Seg B: King St to 22nd – NTP Complete construction		February, 2004		
Seg C: 22nd to Kirkwood - NTP Complete construction		December, 2002		
Rail connection through to Metro East		January, 2005		
Seg D: Kirkwood to Donner - NTP Complete construction		October, 2003		
Seg E: Donner to Hester North - NTP Complete construction		October, 2002		
Seg F: Hester North to Sunnydale - NTP Complete construction		February, 2005		
Seg H: Substations & TP SCADA - NTP Complete Construction		October, 2002		
Seg J: Systems installations complete		February, 2005		
Complete 3rd Street Construction		December, 2002		
Safety Cert + O&M Testing/Training		March, 2004		
Begin Revenue Service	August, 2002	January, 2005 March, 2005 March, 2005 Jan 2005 - June 2005 November, 2005		
10 LRVs (for Mission Bay Service)		December 2008	\$ 38,000,000	
Metro East				
Purchase 17 acres	June 2001		\$ 25,700,000	
Soil Stabilization on-site	Start: Sep 25, 2000	End: Sep, 2002	Construction Project	JOHN FONG 554-1875
Facility construction		Jun 2003 - TBD	Budget	
Safety Cert, O&M Test/Training, Move-in		TBD	\$ 140,857,765	
Shops ready to maintain cars		TBD		
New Central Subway, 3rd Street Phase II				
Complete 30% design		(tent) mid-2005	Total project budget est:	JOHN THOMAS 554-0719
Complete Construction		2011	\$ 763,900,000	
Revenue Service		2012		
Key Stop Phase D (Duboce Portal)				
Field Construction	Jan 2000-May 2002		\$ 3,021,947	F. MAHMOUDI 554-3255
Subway Electrical Improvements: Advertise				
Field Construction	Jan 23, 2001 NTP: Aug, 2001	End: November, 2002	\$7,091,193	F. MAHMOUDI 554-3255
Metro Subway OH Rehab		(est) March-Aug 2003	\$ 700,000 (\$ 7,300,000 total est)	LISA CHOW 554-1890
RAIL REPLACEMENT PROGRAM				
K-Line Start bus substitution Start construction without PG&E Restore K-Line Rail Service Complete construction	February, 2001 April, 2001	March 29, 2003 June, 2003	\$ 32,328,200	ANTHONY BRYANT 554-1657
J/N/L-Line – Construction & bus substitutions	Nov 2000-April 2002		\$ 14,671,544	
Key Stop ADA mods @Zoo	August, 2002		\$ 1,300,000	
L-Line curves @15th: installation	August, 2002		\$ 8,514,190	FARIBA MAHMOUDI 554-3255
L-Line zoo loop: construction	Start: Aug, 2002	End: January, 2003		
Green Yard Rerail: End Trackwork Delivery	May, 2002	TBD	(Both phases: \$20,400,000 preliminary est)	
Complete Interim Construction (in-house)		(Tent) Jan 2007-Jun 2008		
Final Phase: Construction (Start @MME+6mo)				
HISTORIC RAIL SYSTEM				
Milan Cars: Segment 1 (baseline) 9 Milan cars	May, 2002	TBD	\$1,306,386	K. MAGARY 554-1789
Segment 2 (enhanced) retrofits		mid-2004	\$1,125,000	
Historic Rail Cars: 6 CPUC mods + 1 major rehab			\$5,865,849	
Geneva Historic Car Enclosure: CER drafted	February, 2002		\$2,732,200	R. NGUYEN 554-1742
CER Signoff	June, 2002		(total est \$3,900,000)	
Design/Construction pending funds		TBD		
Geneva Office Bldg Stabilization		TBD: Pending design by SF Beautiful	\$699,322 (total est TBD)	J. FUNGHI 554-1792
Construction				
F-Embarcadero: Revenue Service to F. Wharf	March 4, 2000		Total Project Budget:	JOHN THOMAS 554-0719
MMX Low Platform: Construction		Sep 2002 - Sep 2003	\$ 77,078,454	
Surface Sts (DPW) Fremont/1st Construction	Start: August 2002	End: July 2002		
MMX E-Line Platforms: Advertise	July 2002		\$4,320,000	
Field Construction		Nov 2002-Nov 2003		

*This report shows total program costs, actual construction/delivery/acceptance dates, and reflects recent field activities and changing conditions.

Muni's Quarterly Project Status Report shows contractual milestone dates.

September-October 2002 Projections (changes from previous report in bold face, \$ estimates in italics) Last Revised: September 12, 2002 Page 1 of 2

MUNI MAJOR CAPITAL PROJECTS AT A GLANCE

PROJECTS	COMPLETED* (within last 6 mo)	PROJECTED DATE* (Subject to Change)	APP'VD BUDGET* (& estimates)	RESPONSIBLE PARTY
TROLLEY COACH SYSTEM				
Standard 40 ft. (240): Delivery Articulated 60 ft. (33): Delivery Complete acceptance of all 273	Start: May, 2001	End: May 2003 Oct 2002 - Jul 2003† (Est) October, 2003†	Total Project Budget \$230,200,000†	KERSTIN MAGARY 554-1789
Trolley Coach Facility (Presidio/Potrero mods) Field Construction, Substantial Completion	August 7, 2002		\$ 4,328,000 \$500,000 add'l funds† †Contract Mod 4 pending	LISA CHOW 554-1890
Potrero & Presidio ETI trolley lifts: Alternatives Analysis submitted Feasibility Study of preferred alternative Construction	May, 2002	September, 2002 TBD	\$ 34,100 (est to complete TBD)	R. NGUYEN 554-1742
Presidio Repave: Interim patch work Construction on-site	May, 2002	TBD	\$ 730,000 (\$ 2,770,000 add'l est)	P. GABANCHO 554-1794
Potrero Paint & Body: Field Construction		(est) May, 2003 (est) March, 2004	\$ 656,893 (mod) (\$4,000,000 to complete)	HENRY KIM 554-1796
No. 6 Parnassus/No 7 Haight OH: Final Design Field Construction Duration		October, 2002 Mar 2003 – Apr 2004	\$ 11,500,000	LISA CHOW 554-1890
Feeder Upgrade: Field Construction	NTP: Aug 5, 2002	Jan 2003-May 2003	\$ 2,768,778	F. MAHMOUDI 554-3255
Substation/Feeder improvements: Study Design & Construction schedule		In-House: Sep, 2003 TBD	(\$ 6,150,000 est)	A. BRYANT 554-1657
1401 Bryant Facility Rehab: CER Field Construction		November, 2002 Mar 2007-May 2009	\$ 675,200 (\$12M Est to complete)	P. GABANCHO 554-1794
CalTrans Bridge Approach, OH Reroute	June, 2002		\$3,150,000	A. BRYANT
MOTOR COACH SYSTEM				
1st Order (45) NABI: Complete delivery 2nd Order: All 135 Standards accepted All 100 Artics accepted Loan 40 Standard Coaches to SLC Olympics Neoplan Options (71 Std/24 Artic) Delivery	December, 1999 March 8, 2002 February 20, 2002 Jan-April 2002 Start: April 2002	End: Sep, 2002	\$ 14,500,000 \$ 153,244,473	TRINH NGUYEN 401-3113
Alternative Fuel Pilot, 4 stds, initiate contract Delivery (2 CNG + 2 hybrid electric) Preliminary Recommendation	May, 2000 February, 2001 May, 2002		\$3,168,000 approved funding + \$1,369,000 add'l request	
PM Traps: 375 Motor Coaches + 15 Nox Filters Installation & Deployment		(tentative schedule) Dec 2002 - June 2005	\$ 6,096,000	JIM WALSH Phone# TBD
Islais Creek Site Prep (pending CalTrans land procurement) Complete Detail Design & Site construction Move Diesels from Kirkland to Islais		May 2003-May 2004 TBD on hold	\$ 53,878,914 (\$15,279,000 unfunded)	JOHN FUNGHI 554-1792
1399 Marin Street leased through:		May 2006		K. MAGARY
Flynn Air Quality Improvements: Draft CER Site Air Quality Study Facility Upgrade On-Site Construction	May, 2002	TBD TBD	\$ 411,000 TBD to complete	PETER GABANCHO 554-1794
Flynn Lift Mod: DPW potholing workorder Complete design per DPW findings Construction Portable Lifts delivered (3 sets)	March, 2002	October, 2002 December, 2002 (est) Aug 2003 - May 2004	\$ 1,000,000 (funded) (total est) \$4,200,000	R. NGUYEN 554-1742
OTHER PROJECTS				
ADA Settlement: Required Completion Randall Platform + misc: design Construction	Start: June 2002	December, 2002 TBD pending funds	TBD \$1,170,967 (mod) (full budget TBD)	HENRY KIM (coordinator) 554-1796
Forest Hill Stn Mod: Field construction Ocean Ave. / K-line mods	July, 2002	June, 2003	\$ 300,000 (\$300,000 of K-line budget)	LISA CHOW A. BRYANT
Paratransit MiniVans: 24 vans delivered Paratransit Debit Card: Advertise Complete	April 26, 2002	October, 2002 February, 2004	\$ 860,523 (design) \$250,900 (total est) \$3,500,000	A. BRYANT R. NGUYEN 554-1742
Translink-MTC Smart Card Program Phase 1: Demo all Metro lines: 9 Stns + all LRV2s Phase 1 evaluation complete Phase 2: Full implementation & public use	August, 2002	September, 2002 TBD (Late 2003)	MTC funds Phase 1 \$20M DBOM contract; MUNI funds TBD O&M costs of \$142M Phase 2	DAN ROSEN 554-1741
Automatic Vehicle Location System /AVLS Baseline (rail lines) system in service Full system (motor coach+trolley)	NTP: Aug 20, 2002	(est) July, 2003 July 2005, pending funds	\$ 2,524,739 funded (\$9,035,261 add'l capital) (\$2,518,267 3-yr Ops cost)	JOHN FUNGHI 554-1792
Traffic Signal Priority: Advertise Field construction duration	March, 2002	Sep 2002-Nov 2003	\$2,420,795	LISA CHOW 554-1890
Mission/Steuart Hotel Site Development Bus layover relocation Complete Construction of OH relocation Occupancy & Opening of Enterprise	July 2001 June 2002	TBD	\$1,838,000	HENRY KIM 554-1796
GRAND TOTALS			\$ 1,790,550,677 \$ 833,308,268	BUDGETED ESTIMATE ADD'L \$ TO COMPLETE

*This report shows total program costs, actual construction/delivery/acceptance dates, and reflects recent field activities and changing conditions.
Muni's Quarterly Project Status Report shows contractual milestone dates.

MUNICIPAL TRANSPORTATION AGENCY CITIZENS' ADVISORY COUNCIL RECOMMENDATIONS MATRIX
COMPLETED (Revised 9/11/2002)

November 29, 2001

Re: Cable Car Improvement Recommendations

1. Assign a starter at the Powell and Market and Beach and Hyde turntables in accordance with paragraphs 184-186 of the MOU with TWU Local 250-A. The starter would also assist in turning the car around. Consider assigning a starter to the Bay and Taylor turntable to perform these duties at that location.
2. Enforce Paragraphs 187-189 of the MOU with TWU Local 250-A.
3. Cross train gripmen and conductors so they can trade off during the day. We understand that there are now persons qualified for both positions, there should be more.
4. Have a higher wage rate for cable car crews to compensate for the increased physical labor and exposure to the elements involved in the job. This could take the form of a percentage increase in the pay rate similar to that for night work.
5. Devise a physical strength test to be administered to applicants for cable car operations before starting further training. This would screen out persons not possessing sufficient physical abilities for these duties and reduce the dropout rate for cable car trainees.
6. Consider the use of fallback crews at the terminals.

Status: Response Received (Michael T. Burns, General Manager Memo of March 20, 2002)

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MUNICIPAL TRANSPORTATION AGENCY CITIZENS' ADVISORY COUNCIL RECOMMENDATIONS MATRIX
COMPLETED (Revised 9/11/2002)

February 11, 2002

Re: Budget Recommendations

1. All efforts should be made to collect existing revenue streams in an aggressive and timely fashion, i.e., passenger fares (including POP), intergovernmental revenues, and parking revenues.
2. Because Muni service has been negatively affected by shortfalls in operating budget to the maximum extent feasible, capital or flexible grant funds should be sought for eligible maintenance costs. Such a shift in funding strategy should be pursued permanently, if possible, to the understood detriment of other capital priorities.
3. Office space should be reviewed and substantial efforts made to maximize use of owned space and reduce use of leased or rented space. In particular office space at Presidio and Green Division should be refurbished and staff reassigned there from leased space elsewhere.
4. Owl buses should pull out between midnight and 2:00am and pull in after the a.m. peak to ensure that all runs work a peak (and reduce platform costs) with due consideration for operator safety issues.
5. Two car trains should be replaced by one-car trains on all lines after 9:00pm to reduce car miles and associated maintenance costs.
6. Muni should consider non-operator job combination to reduce overtime.
7. The City Treasurer should pursue more aggressive collection of parking taxes.
8. Muni should renegotiate the inter-operator fare agreement with BART to restructure and reduce cost to Muni of Fast Pass use on BART, and attempt to include discount Fast Passes in the agreement.
9. Subway service hours should be shifted so that the first train enters West Portal at 5:00am weekdays, 5:00am Saturdays, and 8:00am Sundays and holidays, and the last train leaves West Portal at 1:00am everyday. Last train should be posted at every booth at every station. Stations should remain open until the last train departs.

MUNICIPAL TRANSPORTATION AGENCY CITIZENS' ADVISORY COUNCIL RECOMMENDATIONS MATRIX
COMPLETED (Revised 9/11/2002)

Re: **Budget Recommendations (Continued)**

10. Funding for the Municipal Railway Improvement Fund (MIF) should be reduced further from the \$600,000 proposed.
11. Funding for Our Community Phase III print and television marketing (\$130,000) and Our Community Artists, Charities, and Bus Murals (\$70,000) should be postponed.
12. Muni should seriously consider establishing an operating fund reserve including not less than \$5 million and ideally \$10 million, and ultimately 5% of the operating budget, in order to cushion against downturns in the economy.
13. The MTA budget document should be more descriptive programmatically, and with regard to position changes and non-salary changes at the object level.
14. The MTA CAC Finance & Administration Committee should be consulted early in the budget process, with presentations on a regular basis, on changes in organization and expenditure priorities, and that suggestions relative to expenditure priorities should be solicited sooner.

Status: Response Received (Michael T. Burns, General Manager Memo of May 24, 2002)

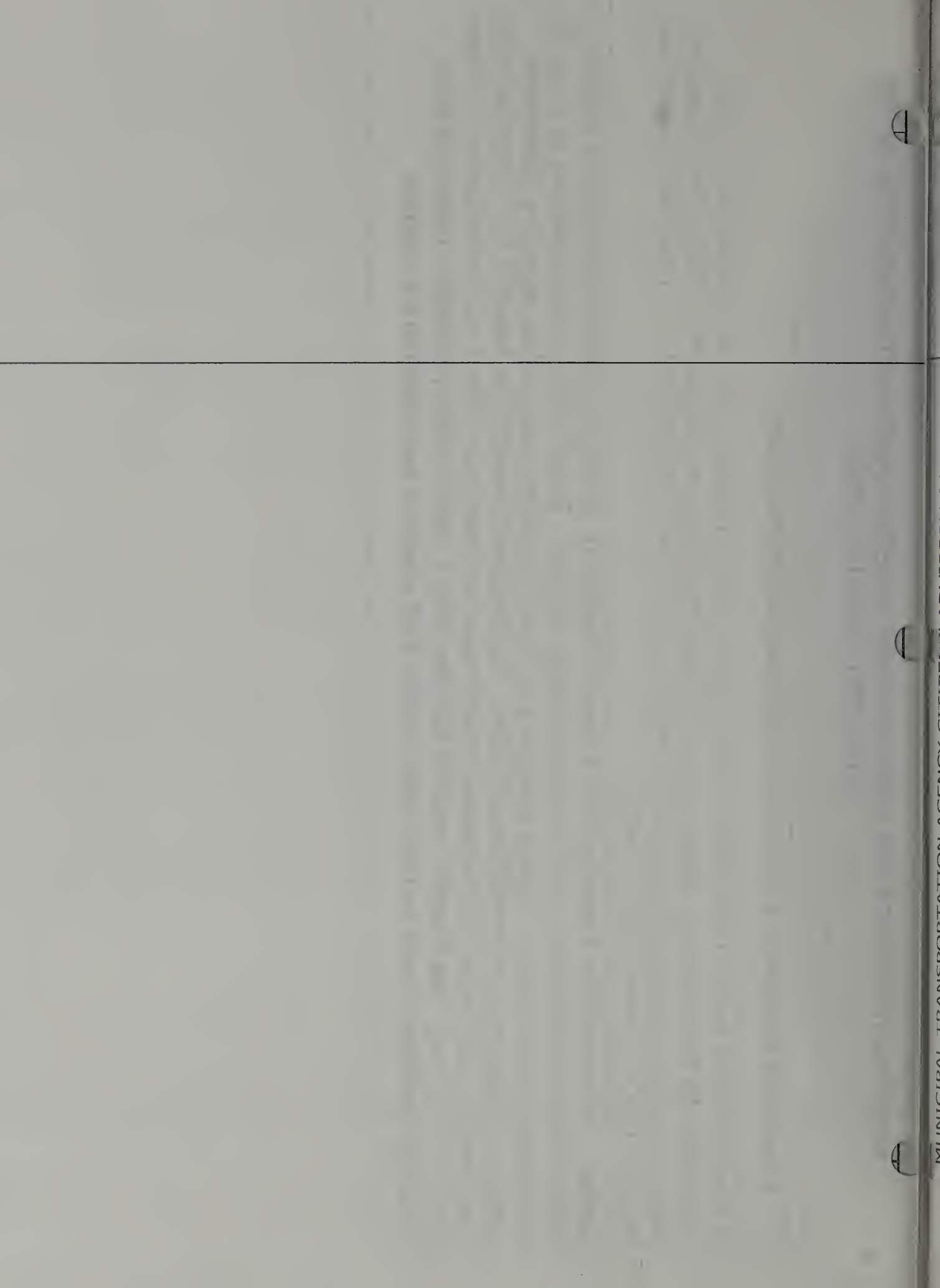
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MUNICIPAL TRANSPORTATION AGENCY CITIZENS' ADVISORY COUNCIL RECOMMENDATIONS MATRIX
COMPLETED (Revised 9/11/2002)

March 7, 2002	
Re: Powell and Montgomery Streets Metro Stations Recommendation	
It is recommended that the Capital Improvement Program Date, as reflected in the Muni Railways Short Range Transit Plan, for the cleaning of ceilings at both the Powell and Montgomery Streets Metro Stations be programmed earlier. In addition, ongoing efforts should be made to replace overhead lighting fixtures in Muni Metro Station when they fail. (CAC Recommendation R1(3-02)).	
Status: Recommendation forwarded to MTA Board of Directors on 23 Apr 02. Chairman MTA Board of Directors, H. Welton Flynn redirected letter to Muni's General Manager, Michael T. Burns for reference and response on 29 Apr 02. CAC Request for Information - Request #020502-5 of 10 Jun 02 provided status update regarding maintenance upkeep of Montgomery and Powell Streets Stations. Paul Czechowics memo to Ray Favetti of July 2, 2002 requested a brief written update regarding the cleaning of both Powell and Montgomery Streets Muni Metro Stations and status of the CIP processes. Ray Favetti's email of Tuesday, July 2, 2002, 4:49pm (Subject: Update/station cleaning) provided update and indicated that the CAC would be kept updated on progress.	



MUNICIPAL TRANSPORTATION AGENCY CITIZENS' ADVISORY COUNCIL RECOMMENDATIONS MATRIX
COMPLETED (Revised 9/11/2002)

April 4, 2002	
Re: Transfer Policy Recommendation	
That the Citizen's Advisory Council adopt the Finance and Administration Proposed Resolution on the Approval of Transfer Policy.	
Policy: Adopting the Municipal Railway Transfer/Fare Receipt Policy which establishes that transfers/fare receipts shall be valid for travel on any vehicle (except Cable Cars) for at least 90 minutes but for no more than two hours after the time originally issued, and shall not be required to be surrendered to the operator of the vehicle. (Explanatory documents include a staff report and resolution.)	
Status: During March 19th MTA Board meeting, Peter Straus, Manager of Service Planning, recommended the policy as it is a straight forward reflection of the current practice without any changes to cash fares. It makes the policy consistent between the rail and rubber tire fleets and with staff practice. During Public Comment David Pilpel noted that this item has not been reviewed by CAC. Mr. Pilpel asked the board to refer the matter to them for review. He is concerned that, with Proof of Payment, the transfer had to be valid for the entire trip. Chairman Flynn continued the matter (MTA Resolution 02-018) to the April 19 meeting and asked that some coordination over policy matters be developed with the CAC. Linton Stables, Chair MTA CAC presented recommendation (R1(4-02)) at the April 16th MTA Board meeting.	
May 2, 2002	
Re: Joint Meeting of the MTA CAC and the SFCTA CAC	
That a joint meeting of the Municipal Transportation Agency Citizen's Advisory Council (MTA CAC) and the San Francisco County Transportation Authority Citizen's Advisory Council (SFCTA CAC) be scheduled.	
Status: Joint Meeting held on June 19, 2002, 6pm, 100 Van Ness. Note: CAC Resolution No. 1(7-02) - Subject: Resolution On Priorities and Funding For The Third Street Light Rail Project. Chairman, MTA Board of Directors ltr of July 15, 2002 acknowledged recommendation.	

MUNICIPAL TRANSPORTATION AGENCY CITIZENS' ADVISORY COUNCIL RECOMMENDATIONS MATRIX
COMPLETED (Revised 9/11/2002)

2-May-02		<p>Re: Update List of Revenue Vehicles Reassignment in Event of Shortage</p> <p>Recommend that the Operations Manual Section/or a separate list of vehicles subject to reassignment in the event of shortage in revenue vehicles exists be updated and kept up-to-date on an ongoing basis.</p> <p>Status: Response Received - June 27, 2002. On June 17th, Michael T. Burns, General Manager, redirected recommendation to Lisa Mancini, Chief Operating Officer for reference and response. Paul Czechowicz obtained Updated Shuttle List (Central Control Notice dtd June 21, 2002) and forwarded response on June 27, 2002.</p>
2-May-02		<p>Re: 30 Marina Express PM Recommendation</p> <p>Recommend that a traffic check (passenger count) and review of the 30 Marina Express PM schedule be conducted, and headway adjustments made accordingly).</p> <p>Status: Referred to Service Reliability and Quality Committee - June 6, 2002. Terminated in SRQC - July 22, 2002.</p>

MUNICIPAL TRANSPORTATION AGENCY CITIZENS' ADVISORY COUNCIL RECOMMENDATIONS MATRIX
COMPLETED (Revised 9/11/2002)

6-Jun-02	
Re: Service Standards Recommendation	
<u>Recommendation to Service Standard 1a:</u> Investigate using automated data from NEXBUS and ATCS to increase the data sampling and reduce costs. Because time points are necessary and significant, investigate the methodology used and quality control to determine when a vehicle passes a time point.	
<u>Recommendation to Service Standard 4a:</u> At the beginning of each quarter, Muni should review all the 45 lines checked in the previous quarter, and identify the five lines with the highest load factors, and the time period these load factors occurred. Muni should then check those five lines, during the time period that the high load factor occurred, each month during the coming quarter for pass-ups. Muni should check to see if any PSRs for pass-ups were made for any of those five lines, and if the location of the pass-up was recorded. If location was recorded, Muni should use that point as the point for check for pass-ups. If there are no locations recorded, Muni should use the stop just before the MLP.	
<u>Recommendation to Service Standard 6a:</u> Muni keep the goal at 85% for each quarter of the coming year. Muni should change the definition of being "on-time" from being within 30% of scheduled headway, to being -3/+3 minutes of the scheduled headway. Muni should continue to check the same lines as we do now: all lines except radial lines with peak headways less than 10 minutes.	
<u>General Recommendations:</u> 1. Investigate using alternate ways to capture information in a less costly manner. 2. Include a narrative when there is a variant from the goal describing the differences from last year when there is some significant or substantial change in the previous quarter or the same quarter last year when corrective action is suggested or warranted.	
Status: Response Received (Michael T. Burns, General Manager Letter of July 9, 2002)	

MUNICIPAL TRANSPORTATION AGENCY CITIZENS' ADVISORY COUNCIL RECOMMENDATIONS MATRIX
COMPLETED (Revised 9/11/2002)

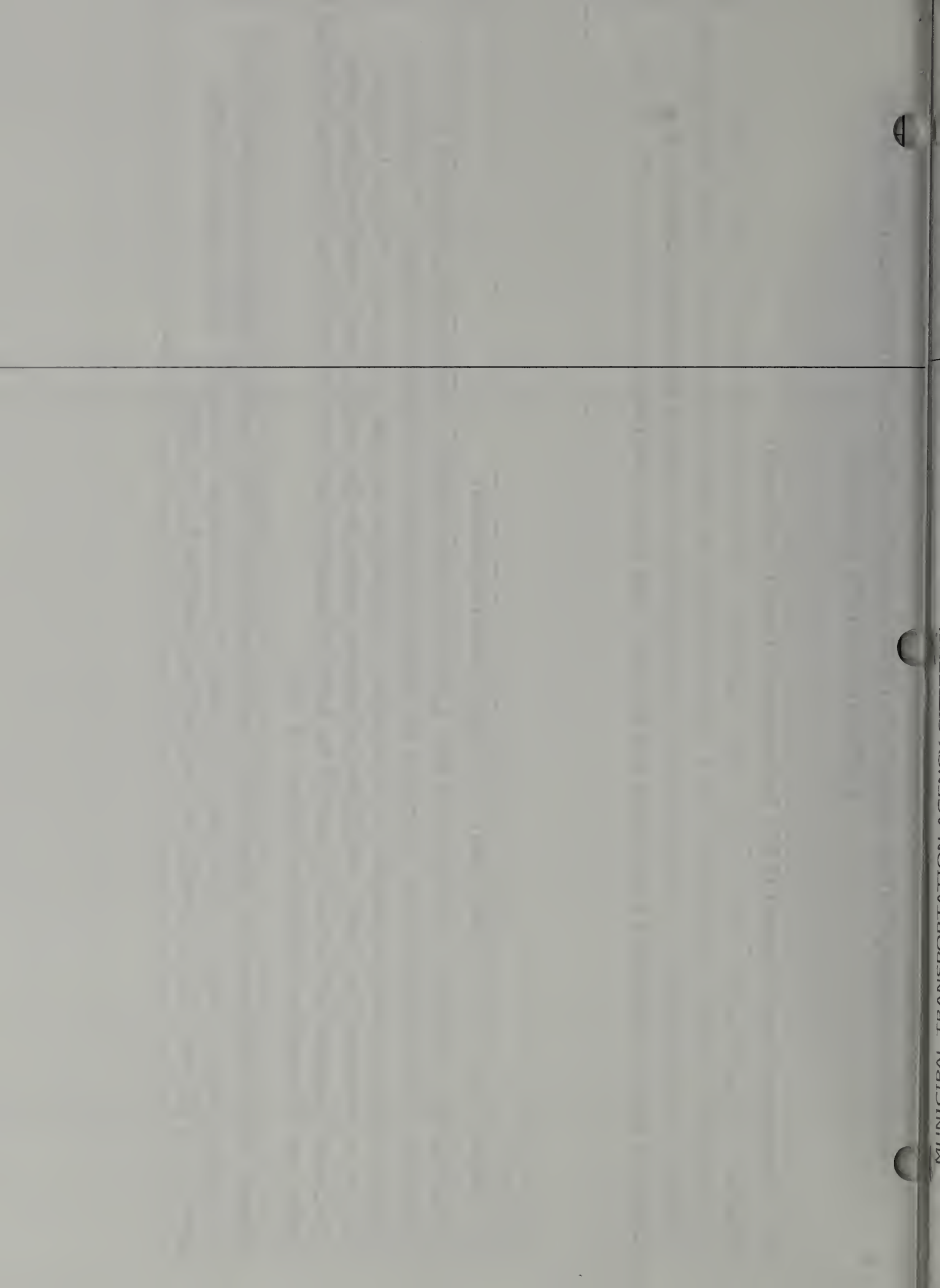
6-Jun-02	
Re: Passenger Service Report (PSR) Recommendations	
<p>1. The MTA CAC recommends that the implementation of a new PSR process be accompanied by much more careful and detailed measurement of incoming PSRs. In particular, PSRs should be broken down into a greater number of categories in order to better assess what specific areas are receiving more and less complaints. The current broad categorization used in aggregate reporting will not be adequate to assess whether the new PSR process is working, or if it's meeting the organization's needs in some respects but not in others. These detailed measurements are especially important given that many variables affect the total number of PSRs. Many things can cause a total increase or decrease of PSRs; broadly aggregate numbers are not very useful in determining exact nature of complaints.</p> <p>2. The MTA CAC recommends that new, more narrowly categorized numbers should be turned into regular reports and distributed widely, perhaps as an attachment to Muni's charter-mandated service standard reports. These numbers should include statistics by which the numbers of PSRs in each category are divided by Muni's estimated passenger miles of service. If Muni ridership increases, and the quality of service remains the same, PSRs would be expected to increase simply because there are more riders on the system to file complaints. Likewise, if Muni ridership decreases, there would be a reduction in PSRs. Since the object of the PSR process is not to measure total increase or decrease in ridership, this variable should be isolated.</p> <p>3. The MTA CAC recommends that the new PSR process not be codified in new labor agreements until such time as a pattern of quarter-over-quarter comparisons of the newly categorized PSRs shows steady, significant progress. Until such time, it is important Muni retain as much flexibility as possible to modify or scrap the new process.</p> <p>4. The MTA CAC recommends that statistics gathered in the new PSR process include a detailed aggregate report of how PSRs have been resolved, including how many were dismissed as invalid, how many were major or minor, and, how many warnings, suspensions, terminations, etc. resulted from PSRs of each type.</p>	

MUNICIPAL TRANSPORTATION AGENCY CITIZENS' ADVISORY COUNCIL RECOMMENDATIONS MATRIX
COMPLETED (Revised 9/11/2002)

Re: Passenger Service Report (PSR) Recommendations (Continued)	
5. The MTA CAC recommends that, to the extent hearings involving complainant passengers remain part of the new process, the hearings be conducted by telephone at a time convenient to the passenger. It is not reasonable to expect passengers to take time to travel to a hearing. Furthermore, hearings should be conducted entirely on-the-record. Neither representatives of Muni management nor representatives of Muni workers should attempt to convince passengers to drop their complaints. If a complaint lacks merit, then that should be the finding of the PSR process; such findings should not come about because a passenger has been persuaded or intimidated into dropping his or her complaint.	
6. Make reporting easier for the customer: Use 673-MUNI with a submenu to report a PSR by phone. The website link to the PSR process needs to be more obvious. The PSR and hearing process needs to be explained early and clearly. Include this information on the website.	
7. All PSRs (where the customer leaves contact information) should be acknowledged. The initial letter should be a form letter sent within two business days signed by the PSR clerk (not the General Manager). It should include a summary of the PSR, reference number, and request for correction.	
8. The final resolution should be sent to the customer within five days indicating exactly what action/follow-up is to occur and it should also include a summary of the PSR and the reference number. This should be sent whether or not a PSR hearing is held.	
9. In all correspondence, privacy rights of the operator and customer must be protected. Neither should be identified by name or address.	
10. The PSR unit should report to Marketing & Communications and be a champion for the customer.	
11. Maintain a central database of all PSRs including resolutions.	
12. Any changes in the process should be reviewed with the MTA CAC Service Reliability and Quality Committee prior to implementation.	

MUNICIPAL TRANSPORTATION AGENCY CITIZENS' ADVISORY COUNCIL RECOMMENDATIONS MATRIX
COMPLETED (Revised 9/11/2002)

Re: Passenger Service Report (PSR) Recommendations (Continued)	
Status: General Manager's letter of July 9, 2002 readdressed recommendation to Mary Travis-Allen (Division Superintendent, Kirkland) and Muni's PSR Task Force Coordinator for reference and response. Daniel Murphy directly presented recommendations to the Task Force and currently there are ongoing discussions between the Council's Service Reliability Committee and the PSR Task Force Coordinator concerning the PSR process.	
17-Jun-02	
Re: Re-approval of the FY2003 Operating Budget Recommendation	
In the interest of preventing service cuts, the MTA CAC recommends adoption of the budget adjustments in Attachment B of the calendar items, particularly the platform and professional services reductions. The MTA CAC recommends that as much as possible of the reduction in professional services funding come from the Municipal Railway Improvement Fund (MIF). Any further adjustments needed for the budget should come from these areas. The Board is reminded of the need to develop the \$455,330 savings in lieu of the Patrero Division changes proposed earlier, per the resolution adopted on February 19, 2002.	
Status: Muni's recommendation regarding the Re-approval of the FY2003 Operating Budget was considered at the MTA Board meeting of June 18, 2002 (Item 14). Update on the Municipal Railway's FY2003 Operating Budget provided by Michael T. Burns (Director of Transportation) memo of July 16, 2002.	



MUNICIPAL TRANSPORTATION AGENCY CITIZENS' ADVISORY COUNCIL RECOMMENDATIONS MATRIX
COMPLETED (Revised 9/11/2002)

15-Jul-02	
Re: 80, 81, 82 CALTRAIN Express Service Change Recommendation	
THE MTA CAC ENDORCES THE STAFF RECOMMENDATION RELATIVE TO THE 80, 81, AND 82 CALTRAIN EXPRESS SERVICE CHANGE. HOWEVER, WE URGE STAFF TO SEEK OTHER REVENUES TO SUPPORT THESE SERVICES FROM THE JPB, PRESIDIO TRUST OR OTHER SOURCES.	
Status: Daniel Murphy, Chair MTA CAC, presented recommendation at MTA Board July 16, 2002 meeting. H. Welton Flynn (Chairman, MTA Board of Directors) acknowledged receipt of recommendations in letter dtd July 15, 2002.	
15-Jul-02	
Re: Breda Lease/Leaseback Transactions Recommendation	
THE MTA CAC RECOMMENDS THAT AT LEAST A MAJORITY IIF NOT ALL OF THE PROCEEDS FROM THE BRED A LEASE/LEASEBACK TRANSACTIONS (FIRST TRANCHE) BE USED TO ESTABLISH AN OPERATING RESERVE AND/OR RESERVE FOR LIABILITIES INSTEAD OF CAPITAL EXPENSES.	
Status: Daniel Murphy, Chair MTA CAC, presented recommendation at MTA Board July 16, 2002 meeting. H. Welton Flynn (Chairman, MTA Board of Directors) acknowledged receipt of recommendations in letter dtd July 15, 2002.	

MUNICIPAL TRANSPORTATION AGENCY CITIZENS' ADVISORY COUNCIL RECOMMENDATIONS MATRIX
COMPLETED (Revised 9/11/2002)

15-Jul-02

Re: **Proposed Amendment to TWU, Local 250-A (9163) Memorandum of Understanding Recommendation**

THE MTA CAC RECOMMENDS THAT THE MTA BOARD DISAPPROVE THE PROPOSED AMENDMENT TO TWU LOCAL 250-A (9163) MEMORANDUM OF UNDERSTANDING (MOU) REGARDING PICKUP OF EMPLOYEE RETIREMENT CONTRIBUTION AND CREATION OF AN ONGOING ONE PERCENT (1%) PAY PREMIUM.

Status: Daniel Murphy, Chair MTA CAC, presented recommendation at MTA Board July 16, 2002 meeting. H. Welton Flynn (Chairman, MTA Board of Directors) acknowledged receipt of recommendation in letter dtd July 15, 2002.

Municipal Transportation Agency Citizens' Advisory Council City & County of San Francisco Information Requests Matrix – Completed

(Highlight = Receipt of Most Recent Response)

Reference Number	By	Request	Staff Responsible	Status	Comment
010705-6	David Pilpel	What portions of the rail infrastructure are being moved or changed as part of the re-rail project?	Vince Harris (Deputy General Manager, Construction Division)	11-01-01 – David Pilpel to follow-up.	
				02-20-02 – Request	
				03-16-02 – Inquiry	
				04-23-02 – Response	
010705-8	David Pilpel	Why can't we eliminate parking @ Ulloa & Vicente at peak hours?	Laura Spanjian	09-06-01 – Request	Was not aware that this was an issue. We can pursue it, however would need some background information.
				11-1-01 – Follow-up. - David Pilpel	
				12-20-01 – Response.	
				04-16-02 – Inquiry	
011206-5	David Pilpel	Would like to know the scope/cost and any other considerations regarding construction work needed to make all portions of the standard gauge surface rail system accessible to all standard gauge rail vehicles currently in Muni's fleet (i.e. eliminate structure, clearance, track, overhead, and signal constraints).	Peter Straus (Manager, Service Planning)	04-18-02 – Response.	
				02-20-02 – Request	
				03-15-02 – Response.	
				04-16-02 – Inquiry	
011206-5	David Pilpel	Would like to know the scope/cost and any other considerations regarding construction work needed to make all portions of the standard gauge surface rail system accessible to all standard gauge rail vehicles currently in Muni's fleet (i.e. eliminate structure, clearance, track, overhead, and signal constraints).	Vince Harris (Deputy General Manager, Construction Division)	04-18-02 – Response	DOCUMENTS DEPT.

OCT 2 2002

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Municipal Transportation Agency Citizens' Advisory Council City & County of San Francisco Information Requests Matrix – Completed

(Highlight = Receipt of Most Recent Response)

Reference Number	By	Request	Staff Responsible	Status	Comment
020103-0	Dorris Vincent	How is the impact on businesses along the 3 rd St. Corridor going to be managed during construction of the 3 rd St. Light Rail project?	Vincent Harris (Deputy General Manager, Construction Division)	01-10-02 – Request	
				03-27-02 – Response	
				02-20-02 – Inquiry	
				04-19-02 – Response	
020103-1	Sue Cauthen	What is the status of the bidding of the 3 rd Street Light Rail Construction Contracts including the Metro East Facility and how do they compare with estimates?	Vincent Harris (Deputy General Manager, Construction Division)	04-16-02 – Request	
				04-19-02 – Response	
020103-6	Tom Wetzel	Does Muni have any plans to update demographic studies on its ridership?	Peter Straus (Manager, Service Planning)	04-18-02 – Request	
				04-19-02 – Response	
020307-1	David Pilpel	How can the CAC be involved with the decision-making process concerning alternative fuels?	Michael Chinn (Senior Operations Manager, Fleet Procurement)	03-22-02 – Request	
				04-16-02 – Request	
				04-25-02 – Response	
020307-2	David Pilpel	Arrange for CAC members to receive a presentation and additional training concerning the Sunshine Ordinance.	Paul Czechowicz (Senior Operations Manager, Administrative, CAC Staff Liaison)	03-22-02 – Request	Postponed and identified as a pending CAC item (See May 2, 2002 CAC Agenda)
				04-16-02 – Request	
				04-25-02 – Response	

Municipal Transportation Agency Citizens' Advisory Council City & County of San Francisco

Information Requests Matrix – Completed

(Highlight = Receipt of Most Recent Response)

Reference Number	By	Request	Staff Responsible	Status	Comment
020307-3	David Pilpel	A presentation is requested addressing Muni plans, if any, to augment service along the Bayview Corridor during CalTrain's non-operational weekend schedule for a two-year period.	Peter Straus (Manager, Service Planning)	03-22-02 – Request	
				04-16-02 – Inquiry	
				04-17-02 - Response	
				04-16-02 – Inquiry	
				04-24-02 - Response	
020307-4	Ellen Hayes	Will there be a formal response to the CAC's February 2002 motions regarding the budget, which were submitted to the Municipal Transit Authority (MTA)?	Paul Czechowicz (Senior Operations Manager, Administrative, CAC Staff Liaison)	03-22-02 – Request	Response required coordination with Finance, Scheduling and Planning. Awaiting Schedule and Planning input.
				04-16-02 – 2 nd Request	
				05-06-02 - Response	GM's ltr dtd May 22, 2002

Municipal Transportation Agency Citizens' Advisory Council City & County of San Francisco Information Requests Matrix – Completed

(Highlight = Receipt of Most Recent Response)

Reference Number	By	Request	Staff Responsible	Status	Comment
020307-5	Sue Cauthen	What can Muni do to address neighborhood complaints about the loud beeping noise buses emit as they cross Filbert & Columbus?	Michael Chin (Senior Operations Manager, Fleet Procurement)	03-22-02 – Request 04-25-02 - Response	
020307-6	Sue Cauthen	In late February, why was there rush hour bunching of inbound cars at the Forest Hill Station?	Jim Kelly (Senior Operations Manager, Operations Analysis)	03-22-02 – Request 04-16-02 – Inquiry 04-17-02 - Response	
020307-7	Joan Downey	Is there currently an ongoing problem with steps malfunctioning on the Breda Light Rail Vehicles?	John Sadorra (Chief Mechanical Officer, Rails)	03-22-02 – Request 04-16-02 – Request 06-01-02 - Response	

Municipal Transportation Agency Citizens' Advisory Council City & County of San Francisco Information Requests Matrix – Completed

(Highlight = Receipt of Most Recent Response)

Reference Number	By	Request	Staff Responsible	Status	Comment
020404-1	David Pilpel	Does the MTA Board in fact have the authority to take position on legislation and how does that apply to the MTA?	Paul Czechowicz (Senior Operations Manager, Administrative, CAC Staff Liaison)	04-16-02 – Request	Mr. Bryan indicated that he will respond to request for information through the Chair of the CAC, if the Chair is interested.
			Roberta Boomer, (MTA CAC Secretary)	06-11-02 – Request (Responsible Staff Changed)	
			Jose Cisneros, (Deputy General Manager, Public Transit Planning)	06-11-02 – Request (Responsible Staff Changed)	
			Robert Bryan (City Attorney's Office)	06-25-02 – Request (Jose Cisneros forwarded request to Robert Bryan (City Attorney's Office for reply))	
				09-12-02 Follow-up Request in that no response has been received.	
				09-12-02 - Response received (See Comment).	

Municipal Transportation Agency Citizens' Advisory Council City & County of San Francisco Information Requests Matrix – Completed

(Highlight = Receipt of Most Recent Response)

Reference Number	By	Request	Staff Responsible	Status	Comment
020404-2	David Pilpel	Provide a copy of the Task Force Working List of Issues concerning the DPT/Muni merger.	Joe Speaks (Special Projects Coordinator)	04-16-02 – Request 04-22-02 - Response	
020404-3	David Pilpel	Provide a copy of response to the position taken up by the CAC last July regarding Disposition of Parking Control Officers.	Joe Speaks (Special Projects Coordinator)	04-16-02 – Request 04-22-02 - Response	
020404-4	Joan Downey	Requested report showing correlation between the improvements attributable to the Incentive Awards Program and the amount of Incentive Program Payouts.	Larry Williams (Deputy General Manager, Human Resources, Labor Relations)	04-16-02 – Request 04-24-02 – Response.	
020404-5	David Pilpel	Request a report of how many employees are subject to each of the seven incentive programs.	Larry Williams (Deputy General Manager, Human Resources, Labor Relations)	04-16-02 – Request 04-24-02 – Response.	
020404-6	David Pilpel	Requested information is provided, regarding the PSR issue comparing performance against goal for the calendar year.	Larry Williams (Deputy General Manager, Human Resources, Labor Relations)	04-17-02 –Request 04-25-02 - Response	

Municipal Transportation Agency Citizens' Advisory Council City & County of San Francisco Information Requests Matrix – Completed

(Highlight = Receipt of Most Recent Response)

Reference Number	By	Request	Staff Responsible	Status	Comment
020404-7	David Pilpel	Requested information is provided comparing what was budgeted for all incentive programs against what has currently been paid out.	Larry Williams (Deputy General Manager, Human Resources, Labor Relations)	04-17-02 – Request 04-24-02 – Response	
020404-8	Norman Rolfe	Requested response to question, "Will the hotel developer be paying for the Main and Mission Streets Restroom, as well as, pay the cost for the continuous maintenance and operations of the restroom?"	Duncan Watrey (Capital Planning & Grants) Vince Harris (Deputy General Manager, Construction Division) Henry Kim & Kerstin Magary	04-17-02 – Request 04-18-02 – Response.	
020404-9	Norman Rolfe	Provide information as to the exact location, design and status of the Third Street Southern Terminal.	Vince Harris (Deputy General Manager, Construction Division)	04-17-02 – Request 04-24-02 – Response	
020404-10	Norman Rolfe	Provide response to question, "If plans are to relocate the Third Street Southern Terminal, who initiated request for terminal's relocation?"	Vince Harris (Deputy General Manager, Construction Division)	04-17-02 – Request 04-24-02 – Response	

Municipal Transportation Agency Citizens' Advisory Council City & County of San Francisco Information Requests Matrix – Completed

(Highlight = Receipt of Most Recent Response)

Reference Number	By	Request	Staff Responsible	Status	Comment
020404-11	Norman Rolfe	Provide response to question, "If relocation of the Third Street Southern Terminal is at the request of the developer, will the developer share, if not pay, the cost of the terminal's construction?"	Vince Harris (Deputy General Manager, Construction Division)	04-17-02 – Request 04-24-02 – Response	
020404-12	Norman Rolfe	Provide response to question, "What are the CPUC requirements regarding the modification of Milano Cars?"	Paul Czechowicz (Senior Operations Manager, Administrative, CAC Staff Liaison)	04-17-02 – Request 04-24-02 – Response	
020404-13	Joan Downey	Provide response to question, "Tis Muni investigating the possibility of bus-mounted cameras for parking enforcement?"	Joe Speaks (Special Projects Coordinator)	04-16-02 – Request 04-22-02 – Response	Response (See 020404-2 & 040404-3)
020404-14	Ellen Hayes	Provide response to question, "When will the next Project Status Quarterly Report be published and what is the schedule for publishing the report?"	Vince Harris (Deputy General Manager, Construction Division)	04-17-02 – Request 04-04-02 – Response	Response provided during council meeting by Mr. Pilpel. (See background to request)

Municipal Transportation Agency Citizens' Advisory Council City & County of San Francisco Information Requests Matrix – Completed

(Highlight = Receipt of Most Recent Response)

Reference Number	By	Request	Staff Responsible	Status	Comment
020502-1	David Pilpel	What is status of legislation introduced at the Board of Supervisors' level on the subject of a Pedestrian Advisory Committee?	Vincent Dunlap , (Secretary, CAC))	06-10-02 – Request 06-11-02 - Response	Verbal response provided at 6 Jun 02 CAC meeting
020502-2	David Pilpel / Daniel Murphy	Review issue regarding the early night-time closing of stations, specifically at Van Ness location, and perhaps send the MTA CAC a memorandum addressing steps taken that would preclude early closures of all entrances of any station and that signage be posted at entrances that are secured before designated station closing time.	Alice Fialkin , (Superintendent, Station Operations)	06-10-02 - Request 06-26-02 - Response	
020502-3	David Pilpel	Request for more information regarding signage posted in Station Agents' booths.	Alice Fialkin (Superintendent, Station Operations)	06-10-02 - Request 06-26-02 – Response	
020502-4	Joan Downey	Request feedback to Council if procedures are being changed as to how street poles that support the trolley buses electrical lines replacements are being performed by the maintenance crews.	Ray Favetti , (Senior Operations Manager, Infrastructure Maintenance)	06-10-02 - Request 06-10-02 - Response	
020502-5	David Pilpel	Request status update regarding maintenance upkeep of Montgomery and	Ray Favetti , (Senior Operations Manager,	06-10-02 - Request	

Municipal Transportation Agency Citizens' Advisory Council City & County of San Francisco

Information Requests Matrix – Completed

(Highlight = Receipt of Most Recent Response)

Reference Number	By	Request	Staff Responsible	Status	Comment
	Pilpel	Powell Streets Stations.	Infrastructure Maintenance)	06-11-02 - Response	
020502-6	David Pilpel/ Sue Cauthen	Request information listing the composition of the Oversight Committee by group and named members.	Jose Cisneros , Deputy General Manager, Capital Planning and Legislative Affairs	06-10-02 - Request 06-11-02 - Response	
020502-7	David Pilpel	Request map showing the Islais Creek project area boundaries and site.	Vince Harris , (Deputy General Manager, Construction)	06-10-02 - Request 06-11-02 - Response	
020502-8	David Pilpel	Provide a one-page sheet that describes the segments of the Third Street Outreach Program	Vince Harris (Deputy General Manager, Construction)	06-10-02 - Request 09-11-02 – 2 nd Request 09-26-02 - Response	
020502-9	Joan Downey	Provide the Council, in written form, the current prioritization of projects included in the Rail Replacement Program and update the Council as to the status of the project.	Vince Harris (Deputy General Manager, Construction Division)	06-10-02 - Request 06-17-02 - Response	
020502-10	Joan Downey	Ms Downey suggested that Rescue Muni should be a member of the Oversight Committee (Is it possible to extend invitation	Jose Cisneros , (Deputy General Manager, Construction Division)	06-11-02 - Request	(Response was created from

Municipal Transportation Agency Citizens' Advisory Council City & County of San Francisco Information Requests Matrix – Completed

(Highlight = Receipt of Most Recent Response)

Reference Number	By	Request	Staff Responsible	Status	Comment
		Committee (Is it possible to extend invitation to Rescue Muni to attend Oversight Committee meetings?) .	Manager, Public Transit Planning)	06-11-02 - Response	from excerpts from 020502-6)
020606-1	David Pilpel	Provide a list of the operating lines Combined Natural Gas (CNG) vehicles have been using in the testing of alternative fuels buses.	Marty Meller (Engineer, Fleet Engineering)	06-21-02 - Request 07-03-02 - Response	
020606-2	Daniel Murphy	Is the new silver paint for buses as graffiti resistant as the plain white paint used on buses?	Robert Lim (Superintendent Fleet Appearance)	06-21-02 - Request 06-24-02 - Response	
020711-1/a	David Pilpel Norman Rolfe	How does Muni and DPT determine its cost related to street fairs?	Joyce Garay Transit Manager Operations, Street Operations)	09-12-02 - Request 09-16-02 - Response	Two part request. DPT has not responded - See Pending Matrix 020711-1/a

Municipal Transportation Agency Citizens' Advisory Council City & County of San Francisco Information Requests Matrix – Completed

(Highlight = Receipt of Most Recent Response)

Reference Number	By	Request	Staff Responsible	Status	Comment
020801-1	David Pilpel	DPT provide a one-sheet summary listing the location, the number of available parking spaces at each of the parking facilities (City's garages/off-street metered facilities) and identify who operates the facility, i.e., a non-profit organization, corporation, etc.	Diana L. Hammons (Director, Government Relations & Public Affairs (DPT))	09-11-02 - Request	
				09-16-02 - Response	



Memorandum

June 11, 2002

To: Jose Cisneros (Deputy General Manager, Capital Planning & Legislative Affairs)

From: Vincent Dunlap, CAC Secretary

Subject: CAC Requests for Information – Request #020404-1

Dear Mr. Cisneros:

The subject request for information is forwarded from the Municipal Transportation Agency (MTA) Citizens' Advisory Council (CAC) Secretary to you for response. Requested your response is entered in the "Response Section" identified below, and this document is returned as an attachment via email addressed to vincent_dunlap@ci.sf.ca.us.

Should you determine it necessary to forward you response by inter-office mail, please enclose a copy of this request and mail to: Vincent Dunlap, CAC Secretary, 401 Van Ness, Room 308. If further clarification regarding the request is necessary, please contact Vincent Dunlap at 554-6873.

It is respectfully requested your response be submitted not later than close of business June 25, 2002.

Request Generated by: David Pilpel, Vice Chairman of the CAC, during a regular council meeting and requires a brief written response from you.

Thank you in advance for your assistance in resolving this matter.

Request #020404-1: Does the MTA Board in fact have the authority to take position on legislation and how does that apply to the MTA?

Response Section (begin entering response here):
September 12, 2002

See Robert Bryan email of Thursday, September 12, 2002 5:01PM (attached).

cc: Members, MTA Citizens Advisory Council
file

Dunlap, Vincent

From: Bryan, Robert
Sent: Thursday, September 12, 2002 5:01 PM
To: Dunlap, Vincent
Cc: Czechowicz, Paul; Cisneros, Jose
Subject: RE: MTA CAC Information Request #020404-1

I will respond to through the chair of the CAC, if the chair is interested.

Reply Separator

Subject: MTA CAC Information Request #020404-1
Author: Vincent Dunlap at -MUNI
Date: 9/12/02 11:09 AM

Mr. Bryan:

The attached is sent as a matter under your cognizance.



Memorandum
September 11, 2002

To: Vince Harris (Deputy General Manager, Construction Division)

From: Vincent Dunlap, CAC Secretary

Subject: CAC Requests for Information – Request #020502-8

Dear Mr. Harris:

This request for information was sent originally on February 5th and a follow-up request was submitted on April 17th. However, my records reflect no written response to this request. On behalf of the MTA Citizens' Advisory Council (CAC), I am sending another request for information. Request your reply is entered in the "Response Section" identified below, and this document is returned as an attachment via email addressed to vincent_dunlap@ci.sf.ca.us, CAC Secretary.

Should you determine it necessary to forward you response by inter-office mail, please enclose a copy of this request and mail to: Vincent Dunlap, CAC Secretary, 401 Van Ness, Room 336. If further clarification regarding the request is necessary, please contact Vincent Dunlap at 554-6873.

It is respectfully requested your response be submitted not later than close of business September 18, 2002.

Request generated by: **David Pilpel**, Vice-Chair CAC, during a regular council meeting and requires a brief written response from you.

Thank you in advance for your assistance in resolving this matter.

Request #020502-8: **Provide a one-page sheet that describes the segments of the Third Street Outreach Program.**

Background: During your presentation of the Third Street Outreach Program, pointed out the important role of the Community Based Organizations and identified seven such organizations which include Mission Hiring Hall to assisting with segment B of the Outreach Program (the Muni Metro East Maintenance Facility), Potrero Hill Neighborhood House with segment C (the Central Waterfront), Asian Neighborhood Design with segment H (the substations along the corridor providing power), Young Community Developers (YCD) with segments D and E, and also support the Muni Metro

East Project); Visitation Valley Jobs Educations and Training (VVJET) with segment F (Visitation Valley) which is a co-lead with Chinese for Affirmative Action, and New Directions to be available to assist with sections in the Bayview/Hunters Point community. Section J is a separate section regarding platform finishes and system-wide elements.

Response Section (begin entering response here):

September 26, 2002

The descriptions on each segment for the Third Street Light Rail Transit Program are as follows:

- **Segment B - Mission Bay**

The physical boundary begins at 4th/King Streets and proceeds southeasterly across the existing 4th Street Bridge to a newly created Owens Street where the alignment turns southerly at Third Street and ends at 22nd/Third Street. The work consists of constructing the underground utilities, new trackway in the median of the street, repaving the street from sidewalk to sidewalk, new street lights, passenger platforms, overhead catenary system and landscaping.

- **Segment C - Central Waterfront**

The boundary begins at 22nd/Third Street and proceeds southerly crossing the Islais Creek Bridge and ends at Jerrold Street. The work scope is identical (though with differing quantities) to Segment B, but with the addition of the seismic upgrade work to the existing Islais Creek Bridge.

- **Segment D - Bayview-Hunters Point**

The boundaries are from 22nd/Third Street to Donner Street in the Bayview-Hunters Point community. The work scope is identical (though with differing quantities) to Segment B, but work with the addition of renewing the sidewalk paving, add street furnishing and art impressions onto the sidewalk concrete.

- **Segment E - US101 Overcrossing**

The boundaries are from Donner/Third Street to Hester (South) Street in the Visitation Valley community. Work is identical (though with differing quantities) to Segment B, but with the addition of a new freeway offramps, modifications to the Caltrans offramps, widening the US101 overpass and excavate the street median to reduce the track grade.

- **Segment F – Substations**

The boundaries are from Hestor South/Bayshore to Sunnydale/Bayshore at the county borders. The work scope is identical to Segment B, though with differing quantities, with the addition of a temporary tail track extending into Daly City to allow the turnback operations until the permanent Intermodal Terminal is constructed in approximately 2006.

- Segment H Substations

This Segment consists of three electrical power substations located at: Illinois/16th Streets, Phelps/Kirkwood on the premises of the Southeast Water Treatment Plant and Keith/Le Conte Streets.

- Segment J - Systems and Finishes

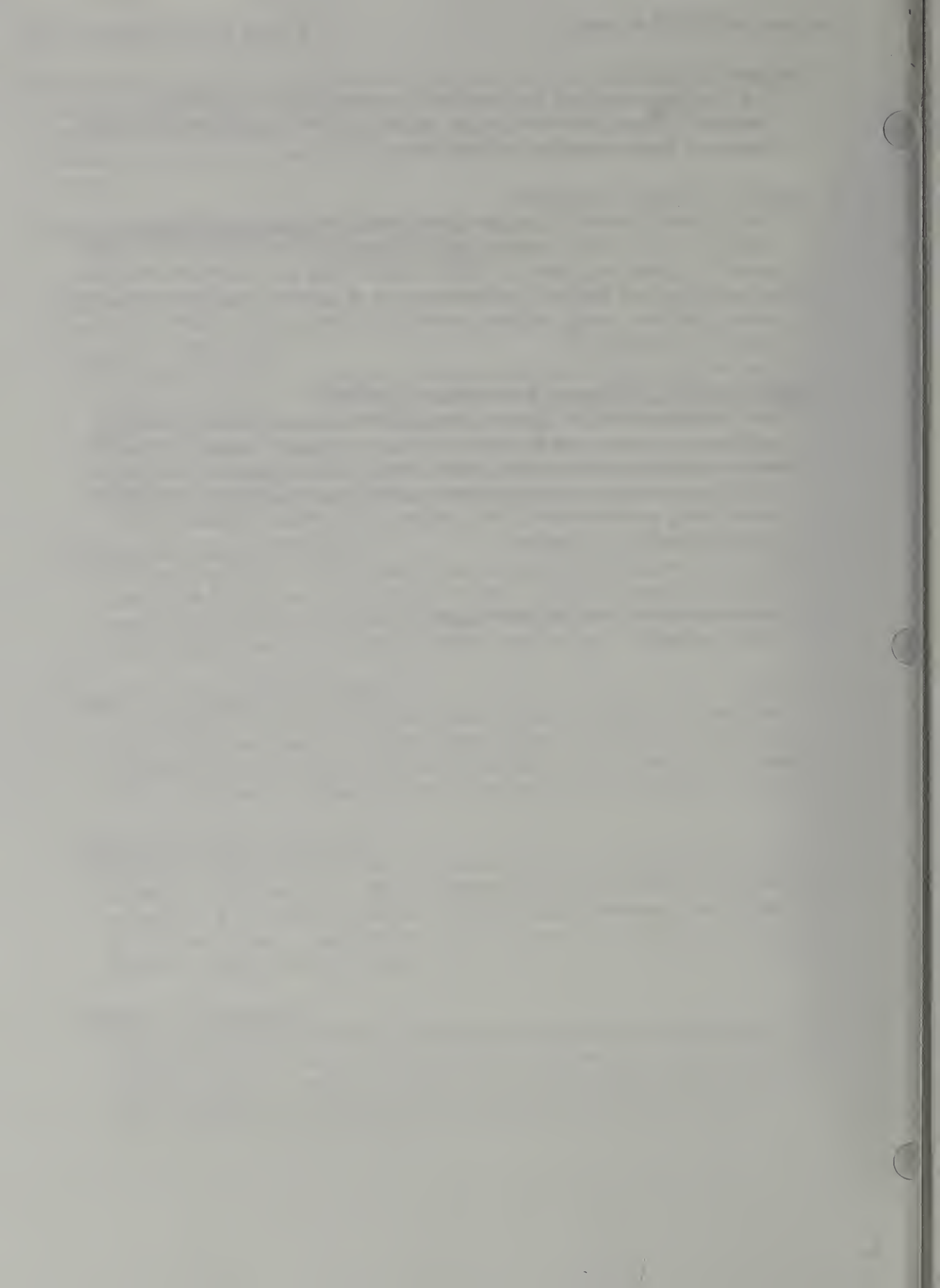
This Segment consists of system-wide technical and passenger amenities elements. The technical elements include telecommunications, SCADA, close circuit TVs, platform lighting and traffic signals while the passenger amenities include passenger platform components such as canopies, ad/info panels, safety railing, platform seating, courtesy telephones, ticket vending machines, art enrichment, signage, etc.

- Muni Metro East LRV Storage & Maintenance Facilities

The facilities consist of a 13-acre parcel site that include storage tracks and maintenance capacity for 80 LRVs. It includes a 180,000 square feet building with capacity for running repairs, heavy repairs, vehicle washing plus various electrical and mechanical maintenance capabilities, two electrical substations, landscaping, art enrichment, office spaces and furniture, mechanical and electrical/electronic equipment.

cc: Members, MTA Citizens Advisory Council
Paul Czechowicz

file





**Municipal Transportation Agency
Citizens' Advisory Council
City and County of San Francisco**

Memorandum

September 12, 2002

To: Joyce Garay, Transit Manager Operations, Street Operations
From: Vincent Dunlap, MTA CAC Secretary
Subject: **MTA CAC Request for Information – Request #020711-1a**

Dear Ms. Garay:

Subject request for information is forwarded from the MTA Citizens' Advisory Council (CAC) Secretary to you for coordinating and providing a response. Requested your response is entered in the "Response Section" identified below, and this document is returned as an attachment via email addressed to vincent_dunlap@ci.sf.ca.us, MTA CAC Secretary.

Should you determine it necessary to forward you response by inter-office mail, please enclose a copy of this request and mail to: Vincent Dunlap, MTA CAC Secretary, 401 Van Ness, Room 308. If further clarification regarding the request is necessary, please contact me at 554-6873. Thank you in advance for your assistance in resolving this matter.

It is respectfully requested your response be submitted not later than close of business September 20, 2002.

Request generated by: David Pilpel and Norman Rolfe, during the Council Members' Questions and Comments at the July 11th meeting.

Request #020711-1a: How does Muni determine its cost related to street fairs?

Council members' discussion regarding the information request. Mr. Rolfe requested that the following be added to the request:

When the accountants figure out this cost, Muni divides the cost four ways; vehicle operating cost, vehicle maintenance cost, non-vehicle maintenance cost and administration and what is considered overhead. So, when Muni and DPT charges for street fairs, does charges include the full cost, including administrative cost or some lesser cost? Specifically, Mr. Rolfe indicated that a breakdown as to just what goes into determining the cost related to street fairs, including hourly amount for additional personnel.

In an attempt to clarify the request, the Chair stated the request for information as, how is the cost related to street fairs calculated and who's paying?



September 16, 2002

Our ability to recover costs for service modifications due to street fairs is limited by the Municipal Code, Article 21, Sections 800-815, the ISCOTT ordinance. In it, we are only able to recover the cost associated with motorization of trolley coach lines. We use the NTD rate provided by Finance, in which the difference in cost per vehicle hour between a motor coach and a trolley coach is \$5.90/vehicle hour. So for example, for a one-day closure on Haight Street, the 6, 7, and 33-lines would be motorized, with vehicle hours (per schedule) of 132, 65.5, and 150 respectively, totaling \$2,050.25.

All other costs we incur by modifying our service due to street closures for fairs are not recoverable. These include the travel time we pay the operators from a trolley division to go get the bus from the motor coach division. They get one-hour straight time to pull out and pull in the coach. So if there are 6 runs on the 6-line, 5 runs on the 7-line, and 7 runs on the 33-line, at \$24 for pull-out and \$24 for pull-in, that cost is \$864.

Another cost we do not recover is the cost per Inspector to monitor the re-routes and keep the service on the line as normal is possible despite the street closures. We would usually have one Inspector on each end of the closure monitoring the coaches. Their hourly rate is \$33.75 plus 2.2 fringe, or \$74.25/hr, usually a 12-hour day, for 2 Inspectors \$1,782.

In this example of a one-day closure on Haight Street, we recover \$2,050.25, when our actual cost is \$4,696.25.



**Municipal Transportation Agency
Citizens' Advisory Council
City and County of San Francisco**

Memorandum

September 11, 2002

To: Diana L. Hammons, Director Government Relations & Public Affairs (Department of Parking & Traffic)

From: Vincent Dunlap, MTA CAC Secretary

Subject: **MTA CAC Request for Information – Request #020801-1**

Dear Ms. Hammons:

Subject request for information is forwarded from the MTA Citizens' Advisory Council (CAC) Secretary to you for coordinating and providing a response. Requested your response is entered in the "Response Section" identified below, and this document is returned as an attachment via email addressed to vincent_dunlap@ci.sf.ca.us, CAC Secretary.

Should you determine it necessary to forward your response by inter-office mail, please enclose a copy of this request and mail to: Vincent Dunlap, CAC Secretary, 401 Van Ness, Room 308. If further clarification regarding the request is necessary, please contact me at 554-6873. Thank you in advance for your assistance in resolving this matter.

It is respectfully requested your response be submitted not later than close of business September 20, 2002.

Request generated by: David Pilpel, Vice Chairman of the CAC, during the August 1st Council meeting and a brief written response is required.

Request #020801-1: A one-sheet summary listing the location, the number of available parking spaces at each of the parking facilities (City's garages/off-street metered facilities) and identify who operates the facility, i.e., a non-profit organization, corporation, etc.

(09/16/02)

(Response Section - begin entering response here):

See attachment



City Owned Garages - Spaces, Corporate Status and Operator 9/2002					
	<u>Garage</u>	<u># Spaces</u>	<u>Non-Profit</u>	<u>Operator</u>	<u>Location</u>
1	Ellis O'Farrell	950	Ellis O'Farrell Parking Corporation	Parking Concepts Inc.	123 O'Farrell Street
2	Fifth & Mission	2585	Downtown Parking Corporation	Ampco System Parking	833 Mission Street
3	Japan Center	920	Japan Center Garages Corporation	Ampco System Parking	1610 Geary Blvd
4	Portsmouth Square	504	Portsmouth Square Garage Corporation	City Park Management	733 Kearny Street
5	Sutter-Stockton	1865	Uptown Parking Corporation	Ampco System Parking	444 Stockton Street
6	Union Square	900	Uptown Parking Corporation	City Park Management	333 Post Street
7	Civic Center	845	No	Ampco System Parking	355 McAllister Street
8	Golden Gateway	1095	No	Five Star/Elite	250 Clay Street
9	16th & Hoff	98	No	Parking Concepts Inc./DAJA	42 Hoff Street
10	Lombard Street	205	No	Pacific Park Management	2055 Lombard Street
11	Mission-Bartlett	350	No	S&F Parking/MEDA	3255 21st Street
12	Moscone Center	732	No	GEM/PPS	255 3rd Street
13	North Beach	200	No	Pacific Park Management	735 Vallejo Street
14	Performing Arts	618	No	Parking Concepts Inc.	360 Grove Street
15	Polk-Bush	129	No	NM Parking	1399 Bush Street
16	S.F. General Hospital	1701	No	Pacific Park Management	2501 23rd Street
17	St. Mary's Square	639	No	Parking Concepts Inc./DAJA	433 Kearny Street
18	Vallejo Street	163	No	Pacific Park Management	766 Vallejo Street
19	1660 Mission Street	59	No	Convenient Parking	1660 Mission Street

City Owned Off-Street Metered Parking Lots 9/2002				
	<u>Lot Name</u>	<u># Stalls</u>	<u>Operator</u>	<u>Lot Location</u>
1	California & Steiner	48	Parking Authority	2450 California Street
2	West Portal	18	Parking Authority	174 West Portal Avenue
3	Clairemont/Ulloa	22	Parking Authority	807 Ulloa Street
4	20th & Irving	23	Parking Authority	1275 20th Avenue
5	8th & Irving	39	Parking Authority	1325 8th Avenue
6	7th & Irving	34	Parking Authority	1340 7th Avenue
7	6th & Irving	47	Parking Authority	1355 6th Avenue
8	Felton/San Bruno	9	Parking Authority	25 Felton Street
9	Pierce Street	114	Parking Authority	3252 Pierce Street
10	Ocean & 19th	19	Parking Authority	3000 19th Avenue
11	Ocean & Junipero Serra	20	Parking Authority	2500 Ocean Avenue
12	Geary & 21st	20	Parking Authority	5732 Geary Blvd.
13	Geary & 18th	32	Parking Authority	421 18th Avenue
14	Norton Street	26	Parking Authority	20 Norton Street
15	18th & Collingwood	19	Parking Authority	4116 18th Avenue
16	Castro Street	21	Parking Authority	457 Castro Street
17	9th & Clement	28	Parking Authority	330 9th Avenue
18	8th & Clement	33	Parking Authority	324 8th Avenue
19	24th & Noe	16	Parking Authority	4061 24th Street
20	24th & Capp	20	Parking Authority	1 Lilac Street
21	Wilder Street	24	Parking Authority	51 Wilder Street



**Municipal Transportation Agency
Citizens' Advisory Council
City and County of San Francisco**

**FINAL MINUTES
of
Regular Meeting**

**Thursday, October 3, 2002, 5:30 p.m.
401 Van Ness Avenue, Room 334 (Conference Room)
San Francisco, CA**

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1. **Call to Order/Roll Call** (Agenda Item 1): The meeting was called to order at 5:35p.m.

a. **Members Present:** Daniel Murphy (Chair), David Pilpel (Vice Chair), Sue Cauthen, Nia Crowder, Joan Downey, Ellen Hayes, Bruce Oka, Norman Rolfe, Linton Stables, Dorris Vincent, Daniel Weaver, Tom Wetzel

b. **Members Absent:** Art Cimento

c. **Muni Staff Present:** Darton Ito (Transit Planner, Capital Planning and Grants), Suany Chough (Transit Planner, Compliance, Capital Planning and Grants), Margurite Fuller (Principal Administrative Analyst, Capital Planning and External Affairs), Suany Chough (Transit Planner, Compliance, Capital Planning and Grants), Paul Czechowicz (MTA CAC Staff Liaison), Vincent Dunlap (CAC Secretary)

d. **DPT Staff Present:** James Howard (Deputy Director Joint Enforcement), Barbara Davis-Regan (Enforcement Director), Debbie Borthne (Assistant Director), James Hodges (Assistant Director)

2. **Public Comment** (Agenda Item 3). The Chair called for public comment on any item in the jurisdiction of the Council but not listed on the agenda. No public comment was made at this time.

3. **Review and Adopt Minutes** (Agenda Item 2). Joan Downey stated although noted in the minutes of September 24th there were questions and answers following the DPT presentation (Agenda Item 9), she requested that the questions and answers be included in the minutes. David Pilpel requested a point of order correction to the minutes that were the voting was not unanimously the minutes reflect how each member voted. Following an open discussion as to contents of the minutes, review procedures and Sunshine Ordinance requirements, Linton Stables moved the following:

MOTION: THE MTA CAC DRAFT MINUTES FOR SEPTEMBER 24TH BE APPROVED AS PRESENTED WITH THE REQUEST THAT THE QUESTION AND ANSWER PERIOD WITH DPT BE DOCUMENTED AND IN THE FUTURE ALL THE MIXED/SPLIT VOTES BE RECORDED AND THAT ANY REQUESTED COMMENTARY BE RECORDED.



401 VAN NESS AVENUE-SUITE 334 -SAN FRANCISCO-CA. 94102-4524
(415) 554-6873 FAX (415) 554-4103



The Chair then called for a vote on the motion. **The motion carried by a vote of eleven (11) to one (1).** Daniel Murphy, Sue Cauthen, Nia Crowder, Joan Downey, Ellen Hayes, Bruce Oka, Norman Rolfe, Linton Stables, Dorris Vincent, Daniel Weaver, Tom Wetzel voted yes and David Pilpel voted no.

4. Report of the Chair (Agenda Item 4). Daniel Murphy commented that the Staff/CAC process on effectiveness continues and is nearing finalization.

5. Staff Report (Agenda Item 5). Paul Czechowicz stated that the report was provided separately due to the CPUC audit. Also, the CPUC audit went very well, there were very few serious findings and the CPUC Team indicated that vast improvements have been made since the last tri-annual audit. Mr. Czechowicz indicated that copies of the published report would be provided to the Council.

Mr. Stables commented, as a later discussion the Council should consider CAC presence at social events such as the award ceremonies and other Muni events.

6. Election of MTA CAC Officers (Agenda Item 6). Following a discussion of voting procedures, rules of order, establishing a dual Vice-Chair position, Council members attendance and vacancies, and the role of the Vice-Chair the Chair called for a motion concerning Agenda Item 6. Ms. Downey moved the following motion, which was seconded by Mr. Rolfe:

MOTION: THAT AGENDA ITEM 6 - ELECTION OF MTA CAC OFFICERS (VICE-CHAIR) BE CONTINUED TO THE COUNCIL'S NOVEMBER 7th MEETING.

The motion unanimously passed.

7. Department of Parking and Traffic (DPT) on Enforcement Division Priorities and Deployment Overview (Agenda Item 7). The Chair called on James Howard (Deputy Director, DPT Enforcement Division) to begin presentation. Mr. Howard expressed his thanks and expectations as the Council begins to work in an advisory capacity with DPT. Providing the Council a diagram of the Enforcement Division organization chart, an example of the Division's personnel daily work schedule, and examples and descriptions of the Enforcement Division Watches, Mr. Howard indicated that the Enforcement Division bases its priorities and decisions making on public safety, health and safety, quality of life, general enforcement which is the enforcement of the violations regarding surface street parking, and facilitation of the movement of mass transit including Muni. Mr. Howard introduced Barbara Davis-Regan (Enforcement Director), Debbi Borthne and James Hodges (Assistant Directors) who further briefed the Council in greater detail as to how enforcement assignments are made and carried out, and the operations of the Enforcement Division. Both Ms. Vincent and Ms. Downey expressed their observation that pedestrian walks are frequently blocked by residential driveway parking violators in both the Bayview/Hunter's Point and Haight Ashbury/Cole Valley neighborhoods, respectively. Mr. Oka strongly expressed his concern as to the unsafe effect residential driveway parking violators have on

wheelchair pedestrians. Mr. Howard indicated that enforcement of sidewalk parking violations in the evening regarding this issue has been increased since September 23rd and noticeable changes should have been seen. Mr. Hodges commented that there are 400,000 cars registered in San Francisco with 288,000 parking places leaving 121,000 cars without available (street) parking. Additionally, the Department wrote over 110,000 sidewalk violations last year with a cadre of about 90 officers assigned to general enforcement having assigned patrol areas. Mr. Hodge commented that the enforcement issue is a DPT personnel manpower problem. He commented that it would take approximately 200 employees to adequately enforce parking violations. Mr. Hodge continued with a review of the general enforcement presentation identifying the officers' responsibilities (clearing of morning and evening commute), enforcement of zone parking, disabled plaques violations, and overseeing traffic management plans for special events (Pacbell Park). Mr. Pilpel raised questions regarding PacBell and Candlestick (3Com) events inquiring if the City could pursue an agreement with the Giants and 49's to pay for whatever services on an overtime basis so that the enforcement of other existing priorities in the City is not sacrificed. Mr. Hodge responded that such an agreement would be desirable, but the reality in order to build PacBell Park the City had to commit resources and financial incentives as well. Mr. Hodge commented on the tenant relationship through Parks and Recreation concerning Candlestick and as a part of public safety/service DPT provides the traffic control service during events at Candlestick because the impact on the community would be intolerable. Mr. Stables suggested that the Council could assist in lobbying for additional personnel for the Department. Following a discussion regarding parking officers' generated revenue and how DPT receives funds through the City's General Fund, Mr. Stables commented that quite possibly the Council could assist the Department in requesting increased personnel and operating funds. In response to Ms. Cauthen's question regarding how much revenue DPT generates from tickets each year and what is the Department's annual operating cost, Mr. Hodge responded that approximately \$88M in revenue was generated last year in which \$40M was given to Muni just from citations and the other divisions including the Parking Authority received about another \$40-45M, and meter revenue was about \$10-12M. In reply to Ms. Downey's comments regarding parking enforcement officers not ticketing violators when asked to do so in residential areas, Mr. Hodge stated that the officers should respond and sight violators within the whole block if approached and if the violations are valid infractions. He added that DPT officers are instructed when there are obvious hazards on the sidewalks, blockage of 100%, DPT officers are supposed to write the tickets and that over 110,000 citations were written last year regarding sidewalk parking violation alone. Concerning Ms. Downey's comments regarding non-enforcement of time limit parking in Golden Gate Park, Mr. Hodge stated that DPT does enforce the three (3) hour zone by Sharon Meadows. Mr. Howard indicated that the Recreation and Parks Department has to do some more infrastructure work to make the zones more enforceable by making the times more compatible to the times DPT could enforce parking restrictions. Mr. Hodge commented that unfortunately when neighborhood groups make demands on residential parking the philosophy in some areas is to install parking restriction signage making the parking restriction self enforcing which returns to the bottom line fact that the Department's manning is inadequate to perform all the services required. A discussion regarding the veracity and the validity of community residents who frequently submit complaints, limits imposed on frequent complainants and how DPT and the San Francisco Police Department

(SFPD) respond occurred. Mr. Howard commented that it is important that residents realize the limitations of the Department's ability to respond and be effective in responding. Therefore, some individuals have been informed that their complaints are limited to a three-block radius around their residence, the complaint needs to be affecting the complaint in some way, and telephone complainants will be limited to three calls per night. Ms. Borthne indicated that there is only a staff of ten (10) DPT general enforcement officer from the hours of 4:30pm-12(midnight) and it is almost impossible to handle sidewalk parking violations on an individual basis.

The Chair then called for public comments and Mr. Edward Mason inquired if DPT was responsible for transit corridor enforcement and cited 24th Street as an example. Mr. Howard indicated that the DPT addresses stationary/double parking violation and has a shared responsible with the Traffic Division of the San Francisco Police Department (SFPD) that addresses moving violations. Mr. Hodge stated that DPT has an officer assigned to the 24th Street corridor from Harrison/Bryant up to Castro throughout the weekday and on Saturdays as well to monitoring stationary/double parking violations.

The Chair stated without objection Agenda Item 7 regarding sidewalk-parking enforcement would be referred to the Service, Reliability and Quality Committee (SRQC) for follow-up.

8. Short Range Transit Plan (SRTP)/Capital Improvement Program (CIP)/ (Agenda Item 8). Margurite Fuller (Capital Planning and External Affairs) provided the Council a handout concerning the SRTP and the CIP. She began with an overview of the outline for the discussion regarding the Call For Capital Projects, the schedule for document completion, and that Darton Ito (Transit Planner, Capital Planning and Grants) would address the Council regarding the CIP interim update with a question and answer period that would follow. Ms. Fuller referenced the Short Range Transit Plan 2002-2021 and indicated that the information is vital when seeking federal and state funding. The SRTP document is used to rank project by program (fleet infrastructure, equipment, facilities and other) and project criteria (continuing/ongoing, legal/safety mandate, expansion, and timing and funding). Ms. Fuller explained the differences between operating and capital expenses. Mr. Ito indicated that Muni is in the middle of the process for the Call For Capital Projects, that a couple of projects had been added including an updated to the Third Street Project, and that sometime in May 2003 the public comment period for both the SRTP and the CIP was anticipated. Mr. Ito stated that the Council would be provided an update at that time. Mr. Ito expressed the opinion that the documents should be adopted in August 2003. Referencing the CIP Interim Update, Mr. Ito explained that the document provides an updated snapshot of the CIP, which continuously changes as new grants are awarded, new projects are developed, and project changes occur. During the discussion of the Short Range Transit Plan (SRTP)/Capital Improvement Program (CIP) (Agenda Item 8), Mr. Rolfe inquired about a project change that was affected by the construction of the Mission and Steuart hotel site. Mr. Rolfe commented that the contract had already been let for the off-street terminal before the decision to construct the hotel and Muni had to pay the contractors some \$600,000 to cancel the contract for the off-street terminal. Mr. Rolfe then asked was the payment to the contractor to cancel the contract for the off-street terminal included in the capital cost for the off-street terminal project and exactly how much did

Muni pay in canceling the contract? Staff responded that a response would be provided regarding Mr. Rolfe's inquiry after checking with the project manager to determine what is actually in the budget. Mr. Rolfe then commented on the Mission and Main Operators' Restroom and inquired if the construction of the Operators' Restroom was capital cost to Muni and was the cost included in the Mission and Steuart hotel project cost, and who is paying the operating/maintenance cost for the Operators' Restroom. Mr. Pilpel noted that concerning the call for projects, he had been advised that the Council would have the opportunity to suggest projects and was not aware of the procedure for the Council to suggested projects. Ms. Fuller responded that it is her opinion, the Council would refer suggestions to the MTA Board and the Board would then forward suggestions to Capital Planning and Grants. Ms. Fuller commented that the deadline for submitting projects is November 1st. Mr. Pilpel then requested that the information on how projects are to be submitted be distributed to the members of the CAC and commented that the information was to have been a part of the presentation. Mr. Pilpel commented that Mr. Ito had indicated during his brief on the CIP Update that there were new projects added through CAPWALK. Mr. Pilpel referred to a previous discussion with Mr. Jose Cisneros regarding the CIP Update prior to it going to the MTA Board. Mr. Pilpel indicated that at that time he questioned whether the Interim Update needed to be reviewed (by the MTA CAC) prior to the MTA Board consideration. Mr. Pilpel stated that he had been advised that there were no new projects and that the Interim Update was only going to include updated cost for existing projects. Mr. Pilpel then asked Mr. Ito to detail any of the new projects. Mr. Ito indicated that there were about five (5) new projects. Mr. Pilpel requested that the Council receive some information about the five (5) new projects and commented that he would have insisted that the CIP Interim Update come before the Council prior to its presentation to the MTA Board. Mr. Weaver expressed concern regarding the deteriorating landscape and in and around the Phelan Loop area and at the Green Facility as compared to other Muni facilities throughout the city. He inquired as to how landscaping and irrigations systems are funded? Mr. Ito responded that a project such as installing an irrigation system could be submitted, but unfortunately when compared to higher priority decision made regarding the use of funding, irrigations systems do not always fair too well and funding sources do not necessarily match up for such a projects. Mr. Ito commented that most landscaping issues are addressed though the operating budget and not through any type of grant funding. Ms. Fuller suggested that the Council might wish to consider as a priority to the reauthorization to Proposition B landscaping and irrigations systems funding for Muni facilities. Dorris Vincent inquired about the 54-Felton. Mr. Ito explained as certain types of service changes are developed and proposed they can reflect in the service plan section of the SRTP, however, if there were capital components then it would reflect in the CIP. Ellen Hayes inquired regarding the infrastructure program, what is the criterion for determining streets to be included in the Transit Preferential Street (TPS) Program? Ms. Fuller responded that that determination in connection with the Department of Parking and Traffic (DPT). Mr. Pilpel commented that in the last DPT presentation DPT Staff discussed the TPS Program and that there is a reference in the transportation element of the master plan. Mr. Pilpel then inquired to where the project criteria are indicated. Mr. Ito responded that the whole ranking process is described in the CIP within the SRTP. The Chair then indicated that the Service Design and Marketing Committee (SDMC), if so choose, could continue discuss regarding project criterion at the Committee.

9. Public Comment. The Chair called for public comment and Mr. Edward Mason expressed his concern regarding a safety hazard at the southbound stop of the J-Line at 22nd Street. He commented that due to the length of the Breda cars in relation to the length of the platform, when passengers exit the last car rear doors there is no platform to step onto and consequently passengers are stepping directly down into the track bed. Mr. Mason stated that three (3) years ago, he had made a comment to the STRP concerning this matter. Mr. Mason stated in a previous email response he was notified that his concerns were referred to Engineering and the only way the lengthen of the platform would be through funding as a Capital Project. Mr. Mason inquired as to whom would he have to contact to pursue having his concerns addressed. Mr. Pilpel request that regarding Mr. Mason's concerns a formal request be made and that a response is provided to the Council as well. The Chair then stated without objection the comment is accepted as a formal information request. The Chair then recognized Mr. Weaver who suggested that Mr. Mason's comment be sent to the Engineering and Maintenance Committee (EMC) for in-depth discussion with Muni Staff. Mr. Murphy requested with the consent of Nia Crowder (EMC Chair) that the matter be referred to Engineering and Maintenance Committee.

10. Short Range Transit Plan (SRTP) Amendment - Earth Justice Settlement (Agenda Item 9). Suany Chough (Transit Planner, Compliance, Capital Planning and Grants) provides the Council a status report regarding Muni's compliance with the agreement. Ms. Chough commented that the project resounds from a lawsuit that a group of environmental and community advocates brought against AC Transit, Muni and MTC last year which alleges violations of the Clean Air Act and noncompliance with a transportation control measure from 1982 to increasing transit ridership by fifteen percent (15%). The settlement required Muni to develop a number of programs through its vision plan and also required public meeting to be held in the Bayview concerning neighborhood service. The focus of the briefing was on the development of projects that have been developed into a format of an SRTP amendment and the draft, which is a planning level document, should be available for public review on Thursday, October 10th until November 8th. A public hearing will be held at the MTA Board on November 5th and is scheduled for MTA adoption on December 3rd. Ms. Chough commented that the process is an extremely compressed schedule because in the settlement agreement Muni agreed to have the SRTP amendment adopted by the Board by December 1st and then to submit the SRTP amendment to MTC for funding consideration. Referring to the Earthjustice Lawsuit Settlement Project Update of September 4th, Ms. Chough briefly gave an overview of the projects outlining potential ridership increases, developing capital and operating cost estimates, implementation timeline, and demographic analysis of the areas served. Ms. Chough stated that all the projects would be prioritized in the Capital Improvement Program (CIP). As a specific note, the projects are not to be more privileged than other existing CIP projects according to established criteria. Ms. Chough stated that the agreement does not commit Muni to building any of the projects and the settlement specifically states, "that the projects will be implemented provided that adequate funding is programmed to complete the projects and there is not significant public opposition to the project." Mr. Weaver commented that when Muni plans electrification projects that all parts of the city should be considered. He expressed the opinion that the southwestern part of the City appears not to be benefiting

from the current proposals for electrification. Also, Mr. Weaver suggested when bus lines are electrified it would be esthetically pleasing in the neighborhoods to put the existing utilities wires underground instead of adding poles which are twice as tall as any of the residences. He stated that neighborhoods would be more receptive to trolley service than finding it more objectionable to having a huge network of overhead wire complexes. Mr. Weaver further stated Muni should have as a policy to underground existing utilities lines (working through the Undergrounding Program) whenever a trolley line is being installed in a neighborhood. Ms. Chough stated that Mr. Weaver's comments would be added to planning discussions. The Chair indicated that Agenda Item 9 would be put directly to the Service Design and Marketing Committee (SDMC) that the SDMC would make its recommendations to the Council, if necessary, when the SRTP amendment is released.

11. **Trolley Coach Expansion Plan** (Agenda Item 10). Mr. Ito indicated that copies of the plan have been provided to the Council. The plan was distributed to the funding agencies and Muni staff for a limited review. He stated that the study is nearing its end and the next steps include incorporating the study into the planning process to begin prioritizing specific projects. Mr. Pilpel indicated that the Council received the July 8th version of the Route Electrification Study and inquired if there were any subsequent changes. Mr. Ito stated that some of the cost will be updated, ridership information will be incorporated into the final version and an attempt to include all comments received was made. Mr. Pilpel expressed concerns regarding his specific comment made at an earlier meeting and indicated to Mr. Ito that he would like having further discussion of the Trolley Coach Expansion Plan in the SDMC. The Chair referred Agenda Item 10 to the SDMC.

Committee Reports

12. **Service Design & Marketing Committee (SDMC) Report** (Agenda Item 11). The Committee Chair indicated that the Committee had not met since August 19th and other items were brought before the Council's September 24th meeting.

13. **Service Reliability and Quality Committee (SRQC) Report** (Agenda Item 12). The Chair called for a discussion of Motion a. Mr. Czechowicz commented that it might be too limiting for the Council to recommend that fare inspectors not be used for other than Proof of Payment (POP) service, which could be perceived as micromanaging how personnel are to be used. Mr. Czechowicz suggested that the Council consider the hiring of a sufficient number of inspectors and the priority of POP Inspectors be to check for payment of fares as the POP program is instituted. Mr. Czechowicz add, per his conversations with Ted Unaegbu (Proof of Payment Manager, Security) and as Muni considers expanding the POP Program on the 30-Line, additional fare inspectors are needed. Ms. Downey indicated her concerns are raised from the discussion in the SRQC meeting in which Mr. Unaegbu stated that POP Inspectors while at PacBell Park are used to direct traffic. Mr. Czechowicz commented that the POP Inspectors are very useful and serve a dual purpose during special events in directing passenger traffic at PacBell Park; vehicular street traffic is block by barricades. Mr. Czechowicz commented that the inspectors check for payment of fares before patrons get onto the platform and manage passenger traffic, the flow of people, onto the platform so the platform is not overloaded which is a safety and fare inspection

function. Mr. Stables commented having gone to PacBell Park there is no other traffic there after a game than pedestrian traffic. Mr. Pilpel indicated that his concern is that Muni Fare Inspectors are being used for other than their generally assigned jobs and that it is the recommendation of the SRQC that POP Inspectors should be limited to checking for POP fares on the system. Mr. Pilpel further commented, if the POP inspectors are moving people after an event there may be more cost effective ways to do it or that Muni should be reimbursed for doing so - that it is taking people away from their basic function of checking fares and that's why that job was created. It wasn't to staff the ballpark when there was a ballgame it was to check for Proof of Payment fares on the system. Ms. Downey then request that clarification of the duties of POP Inspectors while at PacBell Park and other special events be provided. Mr. Wetzel and Ms. Crowder expressed concern with the Council recommending specifics regarding job descriptions and duties. The Chair then indicated that Motion a would be referred back to the SRQC.

Motion a: THE MTA CAC RECOMMENDS THAT FARE INSPECTORS NOT BE USED FOR OTHER THAN PROOF OF PAYMENT SERVICE.

The Chair then called for Agenda Item 12, Motion b:

Motion b: THE MTA CAC RECOMMENDS THAT THE NUMBER OF COACHES IDENTIFIED FOR SPECIAL EVENTS NOT EXCEED THE ASSIGNED TOTAL OF THE RESERVE FLEET AND THAT THE RESERVE FLEET COACHES BE USED FOR SPECIAL EVENTS.

Mr. Czechowicz recommended that the Council consider when events occur on weekends that coaches are available and do not interfere with service, that the need for coaches during weekend special events normally exceeds the number of coaches in the reserve fleet and that the impact on revenue service be as little as possible to support special events. Mr. Pilpel then recommended the following amendment to Motion b, which was seconded by Ms. Downey:

Motion b: THE MTA CAC RECOMMENDS THAT THE NUMBER OF COACHES IDENTIFIED FOR SPECIAL EVENTS DURING WEEKDAY PEAK HOURS NOT EXCEED THE ASSIGNED TOTAL OF THE RESERVE FLEET AND THAT THE RESERVE FLEET COACHES BE USED FOR SPECIAL EVENTS DURING WEEKDAY PEAK HOURS.

Following an open discussion, Mr. Rolfe then proposed and moved the following amendment to Motion b to read:

Motion b: THE MTA CAC RECOMMENDS THAT THE NUMBER OF COACHES IDENTIFIED FOR SPECIAL EVENTS DURING WEEKDAY PEAK HOURS NOT ADVERSELY IMPACT WEEKDAY PEAK HOUR SERVICE.

The motion unanimously passed.

The Chair then called for Agenda Item 12, Motion c.

Motion c: THE MTA CAC RECOMMENDS THAT MUNI ELIMINATE THE WILLARD STOP ON THE N-JUDAH LINE AND MOVE THE HILLWAY REVENUE STOP TO THE LOCATION OF THE MANDATROY SAFEETY STOP AT THE CROSSOVER.

Ms. Downey commented that between UCSF and Stanyan Street, which is three blocks, there are four stops and that the Willard stop was established at the request of one neighborhood resident that no longer resides in the community. By eliminating this stop and establishing the new revenue stop to where the Metro has a required stop at a crossover improved service along Carl Street would result.

The motion unanimously passed.

14. Engineering and Maintenance Committee (EMC) Report (Agenda Item 13). No report was provided.

15. Finance and Administration Committee (FAC) Report (Agenda Item 14). The Committee Chair indicated nothing to report to the Council.

16. Safety, Training and Accessibility Committee (STAC) Report (Agenda Item 15). Mr. Oka indicated the Committee had received a report on the evacuation drills and was briefed on future evacuation drills to be performed. The Committee Chair announced that the next meeting will be held on Thursday, October 10th from 3:00-5:00pm. Mr. Oka stated that copies of the Muni Emergency Drill debriefing of November 28, 2001 would be distributed to Council members with the STAC minutes of September 12, 2002.

17. Review of Outstanding CAC Information Request (Agenda Item 16). Ms. Downey inquired about a letter mistakenly sent to Rescue Muni instead of Friends of Muni concerning a complaint and a response was sent indicating that notifying the complainant of the address error. Mr. Czechowicz indicated that the letter cannot be found and in attempts to locate a copy no one has any idea as to where the letter came from. Mr. Pilpel indicated that the MIF is on the list of topics that the Finance and Administration Committee and perhaps a discussion could take place inquiring about Friends of Muni function and relationship to Muni.

19. Council Members' Questions and Comments (Agenda Item 17). Mr. Pilpel requested written responses regarding the Council's recommendations concerning the Ocean and Lee Stop in which a verbal report was provided and the schedules on the 53 - Southern Heights.

20. MTA CAC Agenda Planning (Agenda Item 18). Mr. Pilpel requested that the Council discuss at the next meeting if the Council desire to have another tour towards the

end of the year. The Chair indicated that a discussion regarding scheduling of tours would be agendaized.

20. Adjournment. Meeting adjourned at 7:53 pm.

Attachments:

Agenda Item - 7 - Department of Parking and Traffic Enforcement Division (Organization Chart, October Sign-UP 2002, and Examples/Descriptions of Enforcement Division Watches)

Agenda Item - 8 - Short Range Transit Plan & Capital Improvement Program (An overview for the MTA CAC October 3, 2002)



**Municipal Transportation Agency
Citizens' Advisory Council (CAC)
City & County of San Francisco**

Notice of Regular Meeting and Agenda

Thursday, November 7, 2002 at 5:30pm
401 Van Ness Avenue, Room 334 (Conference Room)
San Francisco, CA

Members:

Daniel Murphy (Chair),
Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Bruce Oka, David Pilpel, Norman Rolfe,
Linton Stables, Dorris Vincent, Daniel Weaver, Tom Wetzel
(2 Vacancies)

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Committees:

Service Design and Marketing (SDMC)

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent

Service Reliability and Quality (SRQC)

Joan Downey (Chair), Sue Cauthen,
Daniel Murphy, Bruce Oka, Norman Rolfe

Engineering and Maintenance (EMC)

Nia Crowder (Chair), Linton Stables,
Daniel Weaver, Tom Wetzel

Finance and Administration (FAC)

Daniel Murphy (Chair), Sue Cauthen,
Bruce Oka, David Pilpel, Tom Wetzel

Safety, Training, and Accessibility (STAC)

Bruce Oka (Chair), Linton Stables, Daniel Weaver

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-6873 Voice (415) 554-4103 Fax



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The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni bus line nearest the meeting location is the 47 Van Ness. The closest MUNI Metro stop is the Van Ness Muni Station, where one can transfer to a 47 Van Ness bus. For more information about Muni accessible services, call (415) 923-6142.

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**Municipal Transportation Agency
Citizens' Advisory Council (CAC)
City & County of San Francisco**

AGENDA

Regular Meeting

Thursday, November 7, 2002 at 5:30pm

401 Van Ness Avenue, Room 334 (Conference Room)
San Francisco, CA

- | | |
|---|------|
| 1. Call to Order/Roll Call | 5:30 |
| 2. Public Comment | 5:32 |
| 3. Review and Adopt Minutes of October 3, 2002 (Discussion/Action) [Attachment] | 5:37 |
| 4. Report of the Chair (Discussion/Action) | 5:42 |
| 5. Staff Report (Discussion/Action) [Attachment]
Paul Czechowicz (MTA CAC Staff Liaison) | 5:52 |
| 6. Election of MTA CAC Vice Chair (Discussion/Action) | 6:05 |

Staff-Initiated Items (Discussion/Action)

- | | |
|--|------|
| 7. Department of Parking and Traffic (DPT) Presentation on Livable Streets (Pedestrian Safety, School Area Safety, Red Light Photo Enforcement Program, Traffic Calming) and the Bicycle Program [Attachments]
Bridget Smith (Livable Streets Program Director)
Peter Tannen (Bicycle Program Manager) | 6:10 |
|--|------|

Committee Reports (Discussion/Action)

- | | |
|---|------|
| 8. Service Design & Marketing (SDMC) (David Pilpel, SDMC Chair) | 6:40 |
|---|------|

MOTIONS: THE MTA CAC RECOMMENDS THAT, IN PRIORITIZING PROJECTS IN THE MUNI CAPITAL IMPROVEMENTS PROGRAM, "REDUCES OPERATING COST" BE ADDED AS A CRITERION.

Last Meeting held: October 21, 2002

Items Discussed: Muni Capital Planning, Short-Range Transit Plan (SRTP) Amendment, Capital Improvement Program (CIP) Call for Projects Process and Criteria Trolley Coach Service Expansion Plan, Distribution/discussion of any new materials and issues

Next regular meeting **November 18, 2002**, 401 Van Ness, Room 334, 5:30 PM

Pending Items: FY 2004 CIP/SRTP Update - Call for Projects Process and Criteria (Duncan Watry, Manager, Capital Planning and Grants, Margurite Fuller, Principal Administrative Analyst, Darton Ito, Transit Planner, Capital Planning & Legislative Affairs); Applications Integration Presentation (Debbie Denison and Kylie Grenier), 2002-03 Work Plans, Data Collection Plan, Graphics and Design Guidelines, Marketing Review, Metro Signage, Quarterly Reviews, Priorities for Service Additions and/or Cuts (including Late Night/Owl and Short-term Service Change Proposals), Special Event Service Planning, Fare Policies

9. Service Reliability and Quality (SRQC) (Joan Downey, SRQC Chair)

6:50

MOTIONS: THE MTA CAC RECOMMENDS THAT MUNI AND THE DEPARTMENT OF PARKING AND TRAFFIC (DPT) COMMENCE THE PILOT PROGRAM FOR THE 39 COIT INCORPORATING BOTH PUBLICITY AND PADDLE STOPPING AT COIT TOWER.

Last Meeting held: September 23, 2002

Items discussed: Proof of Payment (POP) Monthly Citation Report/POP Inspectors Duties, Rescue Muni J, L, M & N Lines Recommendations, Service and Signage Improvements to 39 Coit Service, Passenger Service Request (PSR)

Next regular meeting: **November 14, 2002**, 2002, 401 Van Ness, Room 334, 5:30 PM.

Pending Items: Department of Parking and Traffic (DPT)/Enforcement, Bus Cleaning, Muni Inspectors, Station Operations, Cable Car Follow-up, Service Standards Follow-up

10. Engineering and Maintenance (EMC) (Nia Crowder, EMC Chair)

7:00

Last meeting held: September 19, 2002, 1145 Market, 3rd Floor, 4:00 PM. (No Quorum)

Discussion Items: CS-138 Professional Engineering Services for Third Street Light Rail Transportation Phase II: New Central Subway – Award and Third Street Light Rail Project Update; Compressed Natural Gas (CNG)/Alternative Fuel Pilot Program Update

Next regular meeting: **November 21, 2002**, 1145 Market, 3rd Floor, 4:00 PM.

Pending Items: Facilities Management Plan: Infrastructure and Project Relationships Between Muni, CalTrains, and Bay Area Rapid Transit (BART).

11. Finance and Administration (FAC) (Daniel Murphy, FAC Chair)

7:05

Last meeting held: August 13, 2002

Items Discussed: Policy for the Approval of Municipal Transportation Agency (MTA) Contracts, Contract Modifications and Change Orders, Retirement Pickup Agreement Follow-up and Recommendation; Transit Impact Development Fee (TIDF)/SoMa Service Follow-up; Fiscal Year 2001 Audit; Translink Follow-up; Use of Leaseback Funds.

Next regular meeting: **November 12, 2002**, 401 Van Ness, Rm. 334, 5:45 PM.

Pending Items: Fiscal Controls, San Francisco Municipal Railway Improvement Corporation (SFMRIC), Budget Documents Preparation & Presentation, and Use of Lease/Leaseback Findings

12. Safety, Training, and Accessibility (STAC) (Bruce Oka, STAC Chair)

7:10

MOTIONS: THE MTA CAC REQUESTS THAT THE DEPARTMENT OF PARKING AND TRAFFIC DEVELOP TWO SIDEWALK PARKING ENFORCEMENT PROGRAM PROPOSALS AND COST OUT EACH PROGRAM PROPOSAL. PROPOSAL ONE SHOULD BE BUDGETED AT A LEVEL THAT WOULD ENABLE THE DEPARTMENT TO RESPOND TO 75% OF CALLS FOR SIDEWALK ENFORCEMENT AND PROPOSAL TWO SHOULD BE BUDGETED AT A LEVEL THAT WOULD ENABLE THE DEPARTMENT TO RESPOND TO 90% OF CALLS FOR SIDEWALK ENFORCEMENT.

Last Meeting held: October 10, 2002

Items Discussed: Report on Evacuation Drills Conducted Since November 18, 2001

Motions: none

Next regular meeting: **November 21, 2002**, 1145 Market Street, Rm. 325, 3:00PM

Pending Items:

- | | |
|---|------|
| 13. Review of CAC Information Requests and Recommendations (Discussion/Action)
[Attachments] | 7:15 |
| 14. Council Members' Questions and Comments (Discussion/Action) | 7:20 |
| 15. MTA CAC Agenda Planning (Discussion/Action) | 7:25 |

Next regular meeting: **December 5, 2002**, 401 Van Ness, Room 334, 5:30PM

Pending Items: Sunshine Ordinance Training, DPT Presentations

Proposed DPT Presentations: Parking Authority Overview and Sfgo (Integrated Transportation Management System) (**December 5th.**), Administration and Finance (**January 3, 2003**)

- | | |
|-----------------|------|
| 16. Adjournment | 7:30 |
|-----------------|------|

Attachments:

Agenda Item 3 - MTA CAC Draft Minutes of 3 October 2002

Agenda Item 5 - Staff Liaison Report of November 7, 2002

Agenda Item 7 - Livable Streets (DPT Information Sheet)

Agenda Item 13 - MTA CAC Attendance Chart

Matrixes:

MTA CAC Information Requests (Completed)

MTA CAC Information Requests (Pending)

MTA CAC Recommendations (Pending)

Agenda Item 15 - 2003 MTA CAC Tentative Meeting Schedule (With MTA Board Schedule)

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**City and County of San Francisco
Municipal Transportation Agency
Citizens' Advisory Council**

**FINAL MINUTES
of
Regular Meeting**

**Thursday, November 7, 2002, 5:30 p.m.
401 Van Ness Avenue, Room 334 (Conference Room #335)
San Francisco, CA**

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1. **Call to Order/Roll Call** (Agenda Item 1): The meeting was called to order at 5:35p.m.

a. **Members Present:** Daniel Murphy (Chair), David Pilpel (Vice Chair), Sue Cauthen, Joan Downey, Ellen Hayes, Bruce Oka, Norman Rolfe, Linton Stables, Dorris Vincent, Tom Wetzel

b. **Members Absent:** Art Cimento, Nia Crowder, Daniel Weaver

c. **Muni Staff Present:** Paul Czechowicz (MTA CAC Staff Liaison), Vincent Dunlap (CAC Secretary)

d. **DPT Staff Present:** Diana Hammons (Director, Government Relations & Public Affairs), Bridget Smith (Director, Livable Streets Program), Peter Tannen (Manager, Bicycle Program)

e. **Community Representative:** Mr. Bill Seelinger (Telegraph Hill Dwellers)

2. **Public Comment** (Agenda Item 3). The Chair called for public comment. No public comment was made at this time.

3. **Review and Adopt Minutes** (Agenda Item 3). The Chair called for adoption of the October 3, 2002 Council minutes. Joan Downey and Norman Rolfe provided corrections and changes to the minutes. Daniel Murphy moved the following which was seconded by David Pilpel:

MOTION: THE MTA CAC DRAFT MINUTES FOR OCTOBER 3RD, 2002 BE APPROVED WITH CORRECTIONS AS SUBMITTED.

The motion unanimously passed.

4. **Report of the Chair** (Agenda Item 4). Daniel Murphy commented that the first phase of the Staff/CAC Task Force on effectiveness is nearing conclusion and a report of the Task Force on CAC effectiveness will be provided to Council members. The Chair stated that a meeting of all Council Committee Chairs is tentatively planed in November to review the revised administrative procedures and all Council members are welcomed to attend the

meeting. It is anticipated that the Council will review the report during its December meeting for adoption of updated Council's administrative procedure. Mr. Pilpel suggested that a report from the Task Force (ad hoc) Committee On Improving CAC Effectiveness, which was held on Monday, June 17, 2002, be included as an agenda item for the Council's December meeting.

5. **Staff Report** (Agenda Item 5). Paul Czechowicz indicated that the report was provided in advance as an attachment to the agenda. Mr. Czechowicz addressed Council members questions regarding invitations to Muni public events. In response to the Chair's question regarding Muni's performance providing transportation to PacBell Park during the World Series, Mr. Czechowicz stated that many positive comments had been received from fans regarding service. He added that only one minor malfunction occurred between Van Ness and Church just right after Game 2 began which caused an 11-minute incoming delay that resulted in a 15-minute gap in service on the outbound Metro lines. In reply to Mr. Pilpel's question regarding the construction near 4th and King Streets, Mr. Czechowicz indicated he would have to research a response. Mr. Pilpel requested if possible, as a standing request, that the Council receive an assessment summary of special events services at the end of each sporting season, i.e., baseball and football. Mr. Czechowicz indicated that he could forward Mr. Pilpel's request to staff for consideration.

6. **Election of MTA CAC Vice Chair** (Agenda Item 6). The Chair suggested that due to the absent of a couple of Council members that the election be continued. Mr. Pilpel moved the following motion that was seconded by Ms. Downey:

MOTION: THAT THE ELECTION OF THE MTA CAC VICE CHAIR BE CONTINUED FOR TWO MONTHS UNTIL JANUARY 2003, WHICH WOULD ALLOW FOR THE CAC STAFF TASK FORCE TO COMPLETE ITS EFFORT.

The Chair then called for a vote on the motion. **The motion failed by a vote of six (6) to four (4).** Sue Cauthen, Joan Downey, Daniel Murphy, David Pilpel, voted yes; Ellen Hayes, Bruce Oka, Norman Rolfe, Linton Stables, Dorris Vincent, Tom Wetzel voted no.

Mr. Stables moved the following motion, which was seconded by Dorris Vincent:

MOTION: THAT THE ELECTION OF THE MTA CAC VICE CHAIR BE CONTINUED TO THE COUNCIL'S DECEMBER MEETING.

The motion unanimously passed.

7. **Department of Parking and Traffic (DPT) Presentation on Livable Streets (Pedestrian Safety, School Area Safety, Red Light Photo Enforcement Program, Traffic Calming) and the Bicycle Program** (Agenda Item 7). The Chair introduced Bridget Smith (Director, Livable Streets Program) who provided the Council an overview of the Livable Streets Program. Ms. Smith stated that the Livable Streets Program is currently budgeted at approximately \$2.5M dollars. The program encompasses four traffic safety programs (Pedestrian, Traffic Calming, School Area Safety and Red Light Photo

Municipal Transportation Agency
Citizens' Advisory Council
Final Minutes of Regular Meeting
Thursday, November 7, 2002

Enforcement) each of which are funded from red light violations fines. She added that the Livable Streets Program provides funds to the Department of Public Health for traffic safety campaigns. Efforts taken by the department includes:

Pedestrian Program:

Flashing lighted cross walks and "Pop-up" crossing warning signs tests, conversion to "Countdown" pedestrian signals at major intersections throughout the city, installation of brighter crossing warning signs, and development of a Pedestrian Master Plan.

In reply to Ms. Downey's questions as to how San Francisco compares to other cities in regard to pedestrian fatalities, Ms. Smith commented that the number of fatalities is a high number but when the number of fatalities is compared to the rate of the number of people walking, San Francisco fairs very well. Ms. Downey inquired about the coordination of the Pedestrian Program with the enforcement of DPT's sidewalk parking violations. Ms. Smith responded that sidewalk parking is a major issue discussed when talking about pedestrian safety. Ms. Smith provided Council members examples of DPT community warning tickets that residents can place on violators vehicles.

Mr. Oka indicated that in his neighborhood, Park Presidio and Geary, which is a wide street, the safety island extends too far across the crosswalk causing wheelchair users to have to maneuver into traffic when unable to fully cross the street. Ms. Smith stated that State Grant Funds have been promised to fund the cost to not only reconfigure the island at this location but at approximately 30-to-40 other locations throughout the city that have a similar engineering and safety problem.

Traffic Calming Program:

Testing traffic calming measures in West Clay Park and on Urbano Drive, Sunnydale and Cervantes Avenue; recently completed traffic calming plans for North and South Bernal Heights neighborhoods; developing traffic calming plans for Japantown, the North and Southeast Mission areas, and the Tenderloin; and installing traffic calming measures on Beacon Street, Page Street, Phelan Avenue and the intersections of Addison/Digby, 25th/Dakota and other streets in the Bayview area.

Mr. Stables suggested that neighborhood should be provided a price list showing the cost of traffic calming apparatuses. Ms. Smith stated that providing neighborhoods a price list might create false expectations that a particular apparatuses could just be simply selected. Neighborhood involvement can be achieved through the process detailed in the Traffic Calming Program that allows for collaboration with neighborhood residents in addressing traffic calming measures. Council members were briefed on submitting Traffic Calming Request and advised that the form is intended for local streets and school areas only. Should community residents have concerns regarding commercial streets or major arterial members were advised to contact Livable Streets hotline at 554-2398 or visit the Division's website at www.livablestreets.org.

Mr. Rolfe commented that due to the cable care lines on Hyde Street stop signs cannot be installed and apparently quite a number of motorist are proceeding down the street at a

good rate of speed. Mr. Rolfe suggested that speed bumps/humps be installed between the slot rail and the running rail and another set on the outside rails leaving a gap for the cable car wheels and grip to operate. Ms. Smith suggested that Mr. Rolfe submit a Traffic Calming form and DPT would consider the suggestion.

School Area Safety Program:

Projects to improve intersections near Fairmount, George Peabody and Horace Mann schools; citywide conversion of school crosswalks with "ladder" style crosswalks, evaluation of adult school crossing guard locations; partnering with SFPD and Community Parking Officers to reduce congestion at schools; and promoting International Walk to School Day, held each October.

Red Light Photo Enforcement Program:

Eleven additional cameras to be installed for enforcement of red light traffic violations.

Peter Tannen (Bicycle Program Manager) provided Council members a Powerpoint presentation on DPT's Bicycle Program. Mr. Tannen stated that the Bicycle Program began in 1992. A consultant team was hired to develop the first bicycle plan in 1997 and DPT is currently working with another consultant team to update this plan. The update will concentrate on improving bicycle facilities design standards and the City's car and bicycle route network. City Bicycle Program Staff will update the parking and safety portions to the plan. An oversight committee that will periodically meet to provide input and review the overall progress of the bicycle plan is being formed. Mr. Tannen stated that Muni has been invited to appoint a representative to serve on the oversight committee.

The mission of the Bicycle Program is to make San Francisco the North American city with the highest per capita of bicycle use and to have a continually improving bicycle network that is safe and convenient for everyone who chooses to bicycle for transportation and recreation. Mr. Tannen commented that through the Bicycle Program numerous public events have been held, including bicycle safety fairs and community outreach, encouraging bicycle use and raising awareness of motorist and cyclist sharing the city's streets. The Bicycle Coalition has received a substantial grant from the State for additional public outreach and meetings.

Mr. Tannen provided an overview of the Department's efforts in working with Muni through the motor coaches bicycle rack program and the creation of the Duboce bikeway to increase bicycle use. He stated that planning, designing and engineering bicycle facilities are significant part of the program. The reconfiguration of Valencia Street with bicycle lanes was cited as a successful example in which increased bicycle use resulted.

Mr. Tannen pointed out that over the years the City has received recognition from Bicycle Magazine as the Eighth and Third Place most bicycle friendly city, and has received awards from the Bay Guardian and the Metropolitan Transportation Commission (MTC). Mr. Tanner indicated that citizens with bicyclist concerns call the Department's hotline, 585-BIKE (585-2453).

Committee Reports

8. **Service Design & Marketing Committee (SDMC) Report** (Agenda Item 8). The Chair indicated that the Council has before it the following motion from the SDMC:

Motion: THE MTA CAC RECOMMENDS THAT IN PRIORITIZING PROJECTS IN THE MUNI CAPITAL IMPROVEMENT PROGRAM "REDUCES OPERATING COST" BE ADDED AS A CRITERION.

Mr. Pilpel stated the existing CIP (Capital Improvement Program) includes a number of criteria but does not include a criterion for reducing operating cost as a criterion. Mr. Pilpel expressed the opinion that the concept of reducing operating cost should be considered as a criterion and should have a higher priority than projects that increase operating cost. Mr. Wetzel moved the following amendment to the motion:

Amendment to Motion: THE MTA CAC RECOMMENDS THAT IN PRIORITIZING PROJECTS IN THE MUNI CAPITAL IMPROVEMENT PROGRAM 'REDUCES OPERATING COST PER PASSENGER MILE' BE ADDED AS A CRITERION.

Following a discussion on the amendment to the motion, **the amendment failed for lack of being seconded.**

In that there was no further discussion or amendment to the motion before the Council, the Chair called for a vote on the motion. **The motion passed by a vote of nine (9) to one (1).** Sue Cauthen, Joan Downey, Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel, Norman Rolfe, Linton Stables, Dorris Vincent voted yes; Tom Wetzel voted no.

The SDMC Chair reported that discussions had been held regarding the Short Range Transit Plan (SRTP) Amendment relative to the Bayview Advocate Lawsuit and Muni outreach to cultural institutions. The SDMC plans to discuss at it's next meeting tentatively scheduled for November 18th, the 78-Bayview Special and the Third Dollar Bridge Toll List from the reauthorization.

The SDMC Chair indicated that the Committee referred to other Council Committees the following suggested topics:

Engineering and Maintenance Committee (EMC) - Construction Outreach.

Safety Training and Accessibility Committee (STAC) - Security Program.

9. **Service Reliability and Quality Committee (SRQC) Report** (Agenda Item 9). The Chair indicated that the Council has before it the following motion from the SRQC:

Motion : THE MTA CAC RECOMMENDS THAT MUNI AND THE DEPARTMENT OF PARKING AND TRAFFIC (DPT) COMMENCE THE PILOT PROGRAM FOR

THE 39 COIT INCORPORATING BOTH PUBLICITY AND PADDLE STOPPING AT COIT TOWER..

The SRQC Chair introduced Mr. Bill Seelinger (Telegraph Hill Dwellers) who presented a Draft Implementation Plan for a Six-Month Trial for the paddle stopping at Coit Tower and a Proposed Service and Ridership Improvement Plan for the 39-Coit Muni Bus. Mr. Seelinger suggested that the six-month trial implementation plan is the initial step in addressing the traffic congestion in and about Coit Tower and decreased ridership on the 39-Coit bus service. Mr. Seelinger commented that a rerouting of the 39-Coit over to and in from of Pier 39 is necessary for the Ridership Improvement Plan to be effective. Ms. Cauthen commented that promotion of the 39-Coit should not be limited to tourist but should also be promoted to the residents of Telegraph Hill. The Chair commented that the SRQC has been working in collaboration with the Telegraph Hill Dwellers and other interested community groups to formulate the plans. :

Mr. Stables moved to call the question. The Chair then called for a vote on the motion.

The motion unanimously passed.

Ms. Downey stated that the next meeting of the SRQC is November 25, 2002.

10. Engineering and Maintenance Committee (EMC) Report (Agenda Item 10).
No report was provided.

11. Finance and Administration Committee (FAC) Report (Agenda Item 11). Mr. Murphy indicated that the agenda listed the items discussed at its last meeting and no motions have been forwarded from the Committee. The FAC Chair stated that the next meeting would not take place on November 12th as planned. The FAC Chair requested Committee members to remain after the meeting to discuss possible meeting date.

12. Safety, Training and Accessibility Committee (STAC) Report (Agenda Item 12).
The Chair indicated that the Council has before it a motion from the STAC as follows.

Motion : THE MTA CAC REQUESTS THAT THE DEPARTMENT OF PARKING AND TRAFFIC DEVELOP TWO SIDEWALK PARKING ENFORCEMENT PROGRAM PROPOSALS AND COST OUT EACH PROGRAM PROPOSAL. PROPOSAL ONE SHOULD BE BUDGETED AT A LEVEL THAT WOULD ENABLE THE DEPARTMENT TO RESPOND TO 75% OF CALLS FOR SIDEWALK ENFORCEMENT AND PROPOSAL TWO SHOULD BE BUDGETED AT A LEVEL THAT WOULD ENABLE THE DEPARTMENT TO RESPOND TO 90% OF CALLS FOR SIDEWALK ENFORCEMENT. .

Mr. Oka moved the following amendment to the motion:

First Amendment to Motion: THE MTA CAC REQUESTS THAT THE DEPARTMENT OF PARKING AND TRAFFIC DEVELOP TWO SIDEWALK PARKING ENFORCEMENT

PROGRAM PROPOSALS AND COST OUT EACH PROGRAM PROPOSAL. PROPOSAL ONE SHOULD BE BUDGETED AT A LEVEL THAT WOULD ENABLE THE DEPARTMENT TO RESPOND TO 75% OF CALLS FOR SIDEWALK ENFORCEMENT IN A TIMELY FASHION AND PROPOSAL TWO SHOULD BE BUDGETED AT A LEVEL THAT WOULD ENABLE THE DEPARTMENT TO RESPOND TO 90% OF CALLS FOR SIDEWALK ENFORCEMENT WITHIN ONE HOUR.

Mr. Pilpel recommended the following amendment to the motion:

Second Amendment to Motion: ADD "SUCH COST ANALYSIS SHOULD INDICATE THE INCREMENTAL COST OVER CURRENT EFFORTS AND BE REPORTED TO THE MTA CAC."

The Chair called for discussion on the motion. Mr. Stables commented that what the Council may expect to receive as a result of directions provided in the motion are not two numbers that can be directly compared against one another. Mr. Pilpel indicated that the purpose of this motion is that: a) to articulate the Council's concern regarding sidewalk enforcement and b) for the Council to receive an understanding of the order of magnitude regarding sidewalk enforcement issues.

Mr. Stables called the question and the Chair called for a vote on the as amended motion.

The motion as amended was unanimously passed.

Mr. Oka pointed out that the next meeting of the STAC is Thursday, November 14th.

13. **Review of Outstanding CAC Information Request** (Agenda Item 13). No comments were made regarding this item.

14. **Council Members' Questions and Comments** (Agenda Item 14).

Mr. Oka indicated that he had recently heard the Taxi industry has requested of the Board of Supervisors to increase the "flag-drop" by 25 cents. Such an increase would raise the "gate cap" which would have a negative fiscal impact on an already overspent paratransit budget. Mr. Oka suggested that the Council should consider suggesting that funds be identified before an increase is authorized.

Mr. Murphy stated that the MTA CAC does not have jurisdiction with regard to taxicabs but the Council does have jurisdiction in regard to paratransit because paratransit is under the MTA.

Mr. Pilpel commented that the "flag-drop" increase was before the Board of Supervisors on Monday, November 4th and Muni succeeded in having the item continued for at least one week. Mr. Pilpel indicated that Muni clearly stated that the "flag-drop" increase would greatly impact paratransit by approximately \$1M per year and that the increase was not originally flagged as having fiscal impact. Mr. Pilpel commented that the Council should be

well aware that if there is an impact on taxi fares an impact on Muni's paratransit budget could result.

Mr. Murphy indicated that he would add taxi fares increases and its affect on Muni's paratransit budget as a discussion item at the next FAC meeting.

Mr. Pilpel inquired as a result of the Council's discussed regarding special events policy and that there is a Monday Night Football Game at the end of November will Muni be doing anything differently as a result of the Council's input. Mr. Czechowicz indicated that a reply to the recommendation should be received sometime next week and peak period services are of significant concern.

Mr. Pilpel commented that there were problem with rainwater leakage at West Portal and Van Ness Stations and asked what can be done to better provide protection from the elements particularly at Metro Stations?

Mr. Pilpel commented that the Timetable Books were initially distributed aboard vehicles, however, it has been noted on some buses that the books are not being restocked. Mr. Pilpel encouraged that the books continuously be distributed on vehicles.

Mr. Pilpel commented on the recent news reports concerning City Tow. Mr. Pilpel indicated that possibly the FAC is equipped to discuss the issue. Mr. Murphy recommended that this topic might be best broached during the DPT Finance presentation in December.

Mr. Pilpel suggested that his prior suggestion regarding a facilities tour should be reviewed in January. Mr. Czechowicz suggested that as part of the facilities tour the Council should considering a tour of DPT's Central Control.

15. **MTA CAC Agenda Planning** (Agenda Item 18). The Chair reviewed the topics listed in the agenda.

16. Adjournment. Meeting adjourned at 7:53 pm.



City & County of San Francisco
Municipal Transportation Agency
Citizens' Advisory Council (CAC)

Notice of Regular Meeting and Agenda

Thursday, December 5, 2002 at 5:30pm
401 Van Ness Avenue, Room 334 (Conference Room #335)
San Francisco, CA

Members:

Daniel Murphy (Chair),
Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Bruce Oka, David Pilpel, Norman Rolfe,
Linton Stables, Dorris Vincent, Daniel Weaver, Tom Wetzel
(2 Vacancies)

Committees:

Service Design and Marketing (SDMC)

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent

Service Reliability and Quality (SRQC)

Joan Downey (Chair), Sue Cauthen,
Daniel Murphy, Bruce Oka, Norman Rolfe

Engineering and Maintenance (EMC)

Nia Crowder (Chair), Linton Stables,
Daniel Weaver, Tom Wetzel

Finance and Administration (FAC)

Daniel Murphy (Chair), Sue Cauthen,
Bruce Oka, David Pilpel, Tom Wetzel

Safety, Training, and Accessibility (STAC)

Bruce Oka (Chair), Linton Stables, Daniel Weaver

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-6873 Voice (415) 554-4103 Fax

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**Municipal Transportation Agency
Citizens' Advisory Council (CAC)
City & County of San Francisco**

AGENDA

Regular Meeting

Thursday, December 5, 2002 at 5:30pm
401 Van Ness Avenue, Room 334 (Conference Room)
San Francisco, CA

1. Call to Order/Roll Call 5:30
2. Public Comment 5:32
3. Review and Adopt Minutes of June 19, 2002 and November 7, 2002
(Discussion/Action) [Attachment] 5:34
4. Report of the Chair (Discussion/Action) 5:36
5. Staff Report (Discussion/Action) [Attachment]
Paul Czechowicz (MTA CAC Staff Liaison) 5:41
6. Election of MTA CAC Vice Chair (Discussion/Action) 5:46

Staff-Initiated Items (Discussion/Action)

7. Department of Parking and Traffic (DPT) Presentation: Parking Authority Overview and
SFgo (Integrated Transportation Management System) 5:51
8. Task Force (ad hoc) Committee On Improving CAC Effectiveness - Monday, June 17,
2002 (Discussion/Action) [Attachments] 6:16
Approval of Task Force Committee Draft Minutes of Monday, June 17, 2002
9. Review of MTA CAC Revised Administrative Procedures (Discussion/Action) 6:21

Committee Reports (Discussion/Action)

10. Service Design & Marketing (SDMC) (David Pilpel, SDMC Chair) 6:35
 - a. **MOTION: THE MTA CAC RECOMMENDS THAT THE 78 - BAYVIEW SPECIAL SERVICE SHOULD BE DISCONTINUED DUE TO LOW RIDERSHIP FOLLOWING THE CONCLUSION OF THE SIX-MONTH TRIAL PERIOD.**
 - b. **MOTION: THE MTA CAC RECOMMENDS THAT IN CONSIDERING BUDGET REDUCTIONS, CONSIDERATION BE GIVEN TO CONSOLIDATION OF PASSENGER BROCHURES, FLYERS, NEWSLETTERS, AND NOTICES, INCLUDING MUNI IMPROVEMENT FUND (MIF) FUNDED MESSAGES.**
 - c. **MOTION: THE MTA CAC RECOMMENDS THAT IN CONSIDERING MUNI SERVICE REDUCTIONS FOR FISCAL YEAR 2002-2003, GENERAL PRIORITY SHOULD BE GIVEN TO:**

1. **MAINTAINING CURRENT SPAN OF SERVICE HOURS ON ALL ROUTES;**
2. **MAINTAINING POLICY HEADWAYS ON ALL ROUTES; AND**
3. **CONSIDERATION OF TRANSIT IMPACT DEVELOPMENT FEE (TIDF) SUBSIDY.**

TO THE EXTENT THAT SERVICE REDUCTIONS ARE PURSUED, SPECIFIC PRIORITIES SHOULD INCLUDE:

1. **SCHEDULING LESS SERVICE DURING WEEKDAY PEAK PERIODS (7A-9A AND 4P-6P), CONSISTENT WITH RIDERSHIP DEMANDS;**
2. **SCHEDULING LESS SERVICE DURING EARLY MORNING (5A-7A) AND NIGHTTIME (6P-12X) PERIODS DAILY, CONSISTENT WITH RIDERSHIP DEMANDS;**
3. **SCHEDULING LESS SERVICE DURING THE WEEKEND DAYTIME PERIOD (7A-6P), CONSISTENT WITH RIDERSHIP DEMANDS; AND**
4. **PROVIDING FOR SLIGHT REDUCTIONS IN MUNI METRO SUBWAY HOURS, WITH THE FIRST IN-SERVICE TRAIN LEAVING WEST PORTAL INBOUND AT 5A WEEKDAYS, 6A SATURDAYS, AND 8A SUNDAYS AND HOLIDAYS, AND THE LAST IN-SERVICE TRAIN LEAVING WEST PORTAL OUTBOUND AT 1X DAILY, WITH OWL BUS SERVICE OVERNIGHT.**

FINALLY, TO THE EXTENT THAT FURTHER REDUCTIONS ARE NEEDED FOR FISCAL YEAR 2003-2004 AND BEYOND, A MORE EXTENSIVE REVIEW FOR EFFICIENCIES AND RATIONALIZATION OF MUNI'S ROUTE NETWORK SHOULD BE UNDERTAKEN BY MUNI'S SERVICE PLANNING SECTION WITH EXTENSIVE PUBLIC REVIEW AND ANALYSIS, INCLUDING MTA CAC INPUT, REVIEW AND RECOMMENDATIONS THEREON.

Last Meeting held: November 18, 2002

Items Discussed: Applications Integration; Bridge Toll Advisory Committee; Presentation on Muni's List of Projects Proposed for Funding; Short Range Transit Plan Amendment Relate to TCM2, Capital Improvement Program Call for Projects Process and Criteria, Trolley Coach Service Expansion Planing; Review of 78 Bayview Special, 15 Third and 49 Van Ness/Mission Terminal at City College (Phelan Loop); Service from Ocean Avenue to Alemany Albertsons, 71 - Haight-Noriega Reroute to Chinatown; Bayview Meeting of 22 July 2002; 30Xmarina Express stop at Van Ness and Union; New Transfer Policy, 80X/81X/82X Caltrain Expresses Service Reduction; Schedule Changes Pending for Future Signups; Fiscal Year 2002-03 Budget, Service Adjustments, and Potrero Run Cuts; Maximum Equipment Demand and Recapitulation of Schedules for FY2001-02 Signups; Cultural Institutions Outreach/Promotion of Muni Service to Cultural Events; Consolidation of Passenger Brochures; Flyers, Newsletters, and Notices; Public Timetable Book Status; Status Report on Marketing Activities, Graphics and Design Guidelines, Metro Signage.

Tentative next regular meeting **December 16, 2002**, 401 Van Ness, Room 334, 5:30 PM

Pending Items: Work Plans; Data Collection Plan; Quarterly Reviews; Priorities for Service Additions and/or Cuts (including Late Night/Owl and Short-term Service Change Proposals); Special Event Service Planning; Fare Policies.

11. Service Reliability and Quality (SRQC) (Joan Downey, SRQC Chair) 6:55

14 Last Meeting held: November 25, 2002

Items discussed: Proof of Payment (POP) Monthly Citation Report/Rescue Muni J, L, M & N Lines Recommendations; Service and Signage Improvements to 39 Coit Service; Passenger Service Requests (PSR) - Report from PSR Task Force Committee Representatives

Tentative next regular meeting: **December 23, 2002**, 2002, 401 Van Ness, Room 334, 5:30 PM.

Pending Items: Department of Parking and Traffic (DPT)/Enforcement, Bus Cleaning, Muni Inspectors, Station Operations, Cable Car Follow-up, Service Standards Follow-up

12. Engineering and Maintenance (EMC) (Nia Crowder, EMC Chair) 7:00

Last meeting held: November 21, 2002, 1145 Market, 3rd Floor, 4:00 PM.

Discussion Items: Professional Engineering Services for Third Street Light Rail Transportation Phase II: New Central Subway Award and Third Street Light Rail Project Update; Compressed Natural Gas (CNG) Pilot Program Update; Review Agenda Items for December/January Meeting

Tentative next regular meeting: **December 19, 2002**, 1145 Market, 3rd Floor, 4:00 PM.

13. Finance and Administration (FAC) (Daniel Murphy, FAC Chair) 7:05

Last meeting held: October 8, 2002

Items Discussed: MOU/Labor Negotiations; San Francisco Municipal Railway Improvement Corporation (SFMRIC); BART Agreements

Tentative next regular meeting: **December 10, 2002**, 401 Van Ness, Rm. 334, 5:45 PM.

Pending Items: (November) Overview; Fiscal Controls (Scope/Expectations of Future Discussion of Topics); Fare Revenues and Possibilities; Municipal Railway Improvement Fund (MIF); (December) Insurance Overview, Risk Management, and Effect of Proposition E; Presentation on DPT Budget; Translink (Evaluation Report Review); FY 2004 Budget

14. Safety, Training, and Accessibility (STAC) (Bruce Oka, STAC Chair) 7:10

Last Meeting held: October 10, 2002

Items Discussed: Enforcement of Parking Restrictions on City Sidewalks; Paratransit Group Van Service Cap

Tentative next regular meeting: **December 12, 2002**, 1145 Market Street, Rm. 325, 3:00PM

15. Review of CAC Information Requests and Recommendations [Attachments] (Discussion/Action) 7:15

16. Council Members' Questions and Comments (Discussion/Action) 7:20

17. MTA CAC Agenda Planning - [Attachment] (Discussion/Action) 7:25

Scheduling of:

Regular Meeting for January 2002

DPT Presentations: Administration and Finance

2003 MTA CAC Tentative Meeting Schedule
Sunshine Ordinance
Training Facilities Tour

18. Adjournment

7:30

Attachments:

- Agenda Item 3 - MTA CAC Draft Minutes of June 19, 2002 and November 7, 2002
- Agenda Item 5 - Staff Liaison Report of December 5, 2002
- Agenda Item 8 - MTA CAC Task Force (ad hoc) Committee On Improving CAC Effectiveness Draft Minutes of Monday, June 17, 2002
Chair, MTA CAC Task Force memo of June 17, 2002 (Re: Report of Findings by MTA CAC Task Force (ad hoc) Committee On Improving CAC Effectiveness)
David Pilpel, MTA CAC Vice Chair memo of 29 May 2002 (Re: Improving CAC Effectiveness - Action Steps)
- Agenda Item 15 - Matrixes:
 - MTA CAC Attendance Chart
 - MTA CAC Information Requests (Completed)
 - MTA CAC Information Requests (Pending)
 - MTA CAC Recommendations (Pending)
 - MTA CAC Recommendations (Completed)
 - MTA CAC Resolutions (Pending)
 - MTA CAC Resolutions (Completed)
- Agenda Item 17 - 2003 MTA CAC Tentative Meeting Schedule (with MTA Board Schedule)



**Municipal Transportation Agency
Citizens' Advisory Council
City and County of San Francisco**

**Municipal Transportation Agency
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FINAL MINUTES

**of
Regular Meeting**

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**Thursday, December 5, 2002, 5:30 p.m.
401 Van Ness Avenue, Room 334 (Conference Room)
San Francisco, CA**

1. Call to Order/Roll Call (Agenda Item 1). Daniel Murphy (MTA CAC Chair) called the meeting to order at 5:45 p.m.

MTA CAC Members Present: Daniel Murphy, Nia Crowder, Joan Downey, Ellen Hayes, Bruce Oka, David Pilpel, Norman Rolfe, Linton Stables, Dorris Vincent, Daniel Weaver, Tom Wetzel.

MTA CAC Members Absent: Sue Cauthen, Art Cimento, Nia Crowder.

Muni Staff Present: Paul Czechowicz (MTA CAC Staff Liaison), Vincent Dunlap (MTA CAC Secretary).

DPT Staff Present: Cheryl Liu (Project Manager SFgo, Traffic Engineering), Cristina Calderon (Staff Engineer), Kathleen Swindler (Staff Engineer, Bond Yee (City Traffic Engineer and Deputy Director, DPT)

2. Public Comment (Agenda Item 2). Mr. Murphy called for public comment on any item within the scope of the MTA CAC but not on the agenda. Ms. Regina Blosser provided comment on Michael Burns' (Executive Director, Municipal Transportation Agency) letter of November 15, 2002 addressing the Council's recommendation concerning the reconfiguration of the internal space at the Phelan Loop. Ms. Blosser stated that her neighborhood association and many of the associations in District 11 support having the Phelan Loop reconfigured to a more comfortable and landscaped waiting area for Muni rider that provides shelter, especially during inclement weather, and seating. Ms. Blosser referenced the Better Neighborhood 2002 Plan, which indicates that when City College is in session there are up to 70 Muni riders waiting to board Muni at this location in the mornings and afternoons. She also stated that the current City regulations regarding surface parking lots requires inclusion of landscaping and there is no such landscaping purposed in the current Phelan Loop plan. Ms. Blosser added that the neighborhood groups are not asking for the elimination of the parking lot but for a reduction of the number of parking spaces and redesign of the Phelan Loop by constructing a more attractive and appropriate pedestrian transit waiting area. Ms.



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Blosser expressed the opinion that the reduced number of parking spaces would not affect commercial activities in the area. The Chair suggested that the Safety, Training and Accessibility Committee (STAC) draft a response to the Executive Director's letter. Bruce Oka (Chair STAC) stated that the Committee would continue to pursue this matter and agendize it as an item for the STAC's January 2003 meeting.

3. Review and Adopt Minutes of June 19, 2002 and November 7, 2002 (Agenda Item 3 - Discussion/Action). Linton Stables moved the following motion, which was seconded by Daniel Weaver:

MOTION: THAT THE DRAFT MINUTE OF JUNE 19, 2002 AND NOVEMBER 7, 2002 OF THE MTA CAC ARE ACCEPTED.

The motion carried unanimously.

4. Report of the Chair (Agenda Item 4 - Discussion/Action). Mr. Murphy stated that there was nothing to report, however, he advised the Council that he would be leaving the meeting early and hopefully other members of the Council will have arrived before his departure so that quorum requirement would continue to be met.

Mr. Stables called for Agenda Item 6 in that Paul Czechowicz (MTA CAC Liaison) was not available at this time to provide the Staff Report.

5. Election of MTA CAC Vice Chair (Agenda Item 6 - Discussion/Action). Mr. Stables moved the following motion, which was seconded by Bruce Oka:

MOTION: THAT THE ELECTION OF THE MTA CAC VICE CHAIR (AGENDA ITEM 6) BE DELAYED UNTIL THE COUNCIL'S JANUARY MEETING.

The motion unanimously passed.

6. Staff Report (Agenda Item 5 - Discussion/Action). Mr. Czechowicz stated in addition to information included in the Monthly Staff Report (Attachment to Agenda Item 5), most of the senior management of Muni will be attending a seminar on December 6th to discuss a variety of items including the mission/vision/values of Muni and also the budget. Mr. Czechowicz indicated that he would provide a report back to the Council as to the seminar outcome.

7. Department of Parking and Traffic (DPT) Presentation: Parking Authority Overview and SFgo (Integrated Transportation Management System) (Agenda Item 7 - Discussion/Action). Cheryl Liu (Project Manager SFgo, DPT Traffic Engineering) introduced herself and expressed the DPT's Staff pleasure in meeting with the Council to present the SFgo presentation. Ms. Liu explained that SFgo's is more generically known in the industry as ITS (Intelligent Transportation System). The purpose of SFgo (ITS) is to make the City's existing transportation system safer and more effective without building additional roadways. She indicated that tremendous support of the program has been provided from the Mayor's Office, the Board of Supervisors, Muni and DPT has identified the program as a priority. Ms. Liu stated that a technical advisory committee meets every month that including

Municipal Transportation Agency
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representation from Muni. Within DPT there is a dedicated staff of engineers and electricians who serve on the project who work with the Department's current consulting team.

Cristina Calderon (DPT Staff Engineer) provided an overview of the presentation. She stated that the program is to enhance the safety, environment and livability of San Francisco by facilitating efficient and effective real-time management of the City's roadway network serving transit, bicycle, pedestrians, automobiles and commercial vehicles. She commented that the program is basically an information gathering of the City's roadways network and situations that affect traffic flow. This information collected will be relayed to the Department's Transportation Management Center where traffic engineers and Muni Staff can analysis traffic conditions to improve services, accommodate real-time commuter volumes and increase public safety. Ms. Calderon commented on the activation of the 511 voice activated system which currently provides real-time transit, rideshare/carpooling and highway traffic information. As the DPT's ITS is brought on-line, information from that system will be fed to 511 traffic information concerning City streets. Mr. Oka stated that he would attend the dedication ceremony regarding the 511 Voice Activated System which is to be held at the Dean Leshner Regional Center for the Arts in Walnut Creek on Friday, December 6, 2002 at 1:00pm and will provide a report to the Council. Ms. Calderon stated as the 511 Voice Activated System is developed SFgo will partner with the various regional and local transportation and emergency services agencies. As the associated telecommunications infrastructure is built traffic information and resources will be shared resulting in improved management of roadway use, rerouting of traffic during special events and signal preemption for Fire Department emergency response vehicles. TravInfo is assisting in the dissemination of information to the public, which will assist in travel planning and route selection either using private or public transportation.

Mr. Weaver expressed concern regarding the increased size and placement of the new traffic signal utilities boxes being installed along Ocean Avenue. He commented that within the Department of Public Works (DPW), Street Use and Mapping issues permits for all utilities boxes on public right of ways. Mr. Weaver expressed the opinion that DPW did not have the opportunity to review the new traffic signal utilities boxes design prior to their being initially installed along Ocean Avenue. He suggested that DPT reconsider the size and location as to where the interim boxes are being installed. Ms. Calderon stated that DPT is consolidating all traffic systems into the one box instead of using multiple traffic signal utilities boxes. DPT is reviewing ways to minimize the size of the boxes as technology permits and is working with DPW regarding the installation locations. Ms. Liu stated that current controller technology does is not ready for underground instillation which would create equipment non-reliability and maintenance difficulty.

Ms. Calderon stated that funding of \$6M for the initial phase has been secured primarily in Federal Grants for design and construction, which includes the strategic plan, initial phase implementation, management center, and upgrade to the satellite Traffic Management Center (TMC) at PacBell Park. Additional funding has been secured to expand beyond the initial phase. She further explained that Oak and Fell Streets' traffic signals and infrastructure have been upgraded and the base corridor will be brought on line with connection to the management center. Grants have been obtained for Third Street includes the light rail project infrastructure, all the new controllers, changeable message signs and traffic cameras. A

specific grant to in the amount of \$400,000 has been received to integrate SFgo (ITS) with the CalTrans/California Highway Patrol Management Center in Oakland and a Hazard Elimination Faith Grant for emergency vehicle signal preemptions has been received.

In response to Mr. Pilpel's inquiry regarding the Department's general public outreach with regard to street design/furniture (utilities boxes), Ms. Calderon explained that part of the \$6M initial phase funding would be used for public outreach. DPT has met with the Board of Supervisors, and various agencies within the City and citizen advocacy groups who provided input into the strategic plan.

Ms. Calderon provided an overview of SFgo's program initiatives which include transit, bicycle, and pedestrian enhancements; communications infrastructure replacement; incident & special event management; emergency management; arterial & roadway network improvements; traveler information dissemination; establishing center-to-center links with MUNI, Office of Emergency Services (OSE), CalTrans, and 511; and System Operations & Management. She indicated that more information is available at the SFgo website - www.SFgo.org.

Following the presentation, Ms. Calderon addressed Council members questions as follows:

Mr. Pilpel indicated a desire to receive a copy of the SFgo strategic plan. Ms. Calderon indicated that the Department's Technical Advisory Committee is currently revising the first draft to the plan. Once the committee's comments are incorporated the plan will be made available for review and the Council can request a copy through the Department's Liaison, Diana Hammons (Director, Government Relations & Public Affairs) at that time.

Joan Downey inquired as to why Oak & Fell was chosen as one of the first areas for improvements other than there being one express bus operating on that line per her knowledge. Bond Yee (City Traffic Engineer and Deputy Director, DPT) explained the impetus for selecting the Oak & Fell corridor was due to the declining infrastructure as programmed upgrades were being considered and the locations proximity to the Department's Command Center availing the opportunity for installing fiber optics. Ms. Calderon stated that as projects are planned infrastructure upgrades are coordinated with other agencies as a means of managing cost and limiting traffic interruptions as a result of roadway improvements.

Mr. Stables asked would sensors be installed in the traffic signals for gathering information and who is making the computerization decisions regarding the traffic signals' programming logic? Ms. Calderon responded that there are several commercial central system traffic management software programs being considered. However, traffic engineers, MUNI Operations and Management Center Staffing will be monitoring the program's automatic functions and appropriate manual changes will be made accordingly.

Tom Wetzel asked what is the plan regarding the automatic control of traffic signals? Ms. Calderon stated that the goal is to have all 1,200 signals in the City connected to SFgo (ITS). Mr. Bond stated that the system has a very important maintenance feature that will allow electricians to remotely monitor operations of the signal systems and detect malfunctions.

In response to the Chair's question regarding the Parking Authority Overview portion of the presentation, Mr. Bond indicated that this item was continued to a later meeting.

8. Task Force (ad hoc) Committee On Improving CAC Effectiveness - Monday, June 17, 2002 (Agenda Item 8 -Discussion/Action). The Chair asked Ellen Hayes to provide an overview of this item. Ms. Hayes indicated that the Task Force met and reviewed the 13 recommendations for improving MTA CAC effectiveness submitted by Mr. Pilpel. The goals of the Task Force were to categorize, reorganize and prioritize the recommendations. The Task Force accomplished the goals of categorizing and reorganizing, but determined it was not necessary to prioritize the recommendations. Ms. Hayes indicated that there were four actions the Task Force recommended for implementation and follow up was provided. The Chair indicated regarding the recommendation that the CAC Chair, Vice Chair, and Staff Liaison met monthly with the Director of Transportation meeting have not occurred due to his involvement with the Staff CAC Task Force and meeting will occur following conclusion of the Staff CAC Task Force. The Chair also indicated that the recommendation regarding the development of a matrix of recommendations and motions has been completed and is currently distributed with the Council's agendas. The recommendation regarding the 10-day lead-time for submission of MTA CAC agendas to the Council's Secretary is being addressed and enforcement will soon be in place. As for the recommendation of MTA CAC Committee Chairs consulting with staff regarding areas of responsibility, Ms. Hayes recommended the following:

That Committee Chairs and Council Members should keep the MTA CAC Staff Liaison apprised of its discussion with MUNI Staff that is not of a routine nature relative to the scope of the Council's Committees.

The Chair stated that under agenda item 9 a discussion would be held addressing the recommendation.

Mr. Stables moved the following, which was seconded by Ms. Hayes:

Motion: THAT THE DRAFT MINUTES FOR THE MTA CAC TASK FORCE (ad hoc) COMMITTEE ON IMPROVING CAC EFFECTIVENESS BE APPROVED WITH ADDRESS CORRECTION OF 401 VAN NESS AVENUE, ROOM 334 VICE 100 VAN NESS AVENUE, 25TH FLOOR CONFERENCE ROOM.

The motion unanimously passed.

9. Review of MTA CAC Revised Administrative Procedures (Agenda Item 9 - Discussion/Action). The Chair indicated that discussion with MTA CAC Committee Chairs had occurred on December 4th and feedback was given regarding the draft Staff-CAC Task Force Report. A copy of the draft report was provided to Council Members. Mr. Murphy provided an overview of the Task Force's development and reviewed the contents of the report. He commented that the document provides recommendations to improve internal administrative procedures and clarifies ambiguities concerning the administrative process among the Council, MUNI and DPT. Discussion of Council Committees structure, rescheduling of meeting dates,

submission of agendas and interrelations with staff occurred. The Chair requested that Council Members review the document and provide him their comments.

Mr. Murphy departed the meeting and Mr. Pilpel assumed the duties as Chair.

10. **Service Design & Marketing Committee (SDMC)** (Agenda Item 10 - Discussion/Action). Mr. Pilpel indicated that the following motions were before the Council and a second to the motion was not required:

MOTION a: THE MTA CAC RECOMMENDS THAT THE 78 - BAYVIEW SPECIAL SERVICE SHOULD BE DISCONTINUED DUE TO LOW RIDERSHIP FOLLOWING THE CONCLUSION OF THE SIX-MONTH TRIAL PERIOD.

The motion unanimously passed.

MOTION b: THE MTA CAC RECOMMENDS THAT IN CONSIDERING BUDGET REDUCTIONS, CONSIDERATION BE GIVEN TO CONSOLIDATION OF PASSENGER BROCHURES, FLYERS, NEWSLETTERS, AND NOTICES, INCLUDING MUNI IMPROVEMENT FUND (MIF) FUNDED MESSAGES.

Mr. Pilpel amended the motion as follows:

AMENDED MOTION b: THE MTA CAC RECOMMENDS THAT IN CONSIDERING MUNI BUDGET REDUCTIONS, CONSIDERATION BE GIVEN TO CONSOLIDATION OF PASSENGER BROCHURES, FLYERS, NEWSLETTERS, AND NOTICES, INCLUDING MUNI IMPROVEMENT FUND (MIF) FUNDED MESSAGES.

Mr. Stables indicated that he is against approval of the motion since the impact on the budget is minor. Mr. Wetzel commented that MUNI is already considering printing as a budget reduction items. Mr. Stables moved the following motion, which was seconded by Nia Crowder:

MOTION: TABLE THE AMENDED MOTION THAT THE MTA CAC RECOMMENDS THAT IN CONSIDERING MUNI BUDGET REDUCTIONS, CONSIDERATION BE GIVEN TO CONSOLIDATION OF PASSENGER BROCHURES, FLYERS, NEWSLETTERS, AND NOTICES, INCLUDING MUNI IMPROVEMENT FUND (MIF) FUNDED MESSAGES.

The motion to table the amended motion b passed with a vote of seven in favor and two against. Nia Crowder, Ellen Hayes, Bruce Oka, Norman Rolfe, Linton Stables, Daniel Weaver and Tom Wetzel voted yes. David Pilpel and Joan Downey voted no. Absent were Daniel Murphy, Sue Cauthen and Art Cimento.

MOTION c: THE MTA CAC RECOMMENDS THAT IN CONSIDERING MUNI SERVICE REDUCTIONS FOR FISCAL YEAR 2002-2003, GENERAL PRIORITY SHOULD BE GIVEN TO:

- 1. MAINTAINING CURRENT SPAN OF SERVICE HOURS ON ALL ROUTES;**
- 2. MAINTAINING POLICY HEADWAYS ON ALL ROUTES; AND**
- 3. CONSIDERATION OF TRANSIT IMPACT DEVELOPMENT FEE (TIDF) SUBSIDY IMPACT.**

TO THE EXTENT THAT SERVICE REDUCTIONS ARE PURSUED, SPECIFIC CONSIDERATION SHOULD INCLUDE:

- SCHEDULING LESS SERVICE DURING WEEKDAY PEAK PERIODS (7A-9A AND 4P-6P), CONSISTENT WITH RIDERSHIP DEMANDS;**
- SCHEDULING LESS SERVICE DURING EARLY MORNING (5A-7A) AND NIGHTTIME (6P-12X) PERIODS DAILY, CONSISTENT WITH RIDERSHIP DEMANDS;**
- SCHEDULING LESS SERVICE DURING THE WEEKEND DAYTIME PERIOD (7A-6P), CONSISTENT WITH RIDERSHIP DEMANDS; AND**
- PROVIDING FOR SLIGHT REDUCTIONS IN MUNI METRO SUBWAY HOURS, WITH THE FIRST IN-SERVICE TRAIN LEAVING WEST PORTAL INBOUND AT 5A WEEKDAYS, 6A SATURDAYS, AND 8A SUNDAYS AND HOLIDAYS, AND THE LAST IN-SERVICE TRAIN LEAVING WEST PORTAL OUTBOUND AT 1X DAILY, WITH OWL BUS SERVICE OVERNIGHT.**

FINALLY, TO THE EXTENT THAT FURTHER REDUCTIONS ARE NEEDED FOR FISCAL YEAR 2003-2004 AND BEYOND, A MORE EXTENSIVE REVIEW FOR EFFICIENCIES AND RATIONALIZATION OF MUNI'S ROUTE NETWORK SHOULD BE UNDERTAKEN BY MUNI'S SERVICE PLANNING SECTION WITH EXTENSIVE PUBLIC REVIEW AND ANALYSIS, INCLUDING MTA CAC INPUT, REVIEW AND RECOMMENDATIONS THEREON.

Following discussions the motion was amended and unanimously passed.

Mr. Pilpel indicated that during the last SDMC meeting Mr. Weavers' concerns regarding the Phelan Loop were referred to the Safety, Training and Accessibility Committee. The SDMC received a presentation on applications integrations and MUNI's transportation technologies projects. Mr. Pilpel indicated that the SDMC would not meet in December and will schedule a meeting in January as more information is received on service reductions.

11. Service Reliability and Quality Committee (SRQC) (Agenda Item 11 - Discussion/Action). Ms. Downey stated that the SRQC discussed the J, K, L and M Lines Rescue MUNI recommendations and that Mr. Czechowicz is to provide follow up. Ms. Downey expressed her disappointment in the manner in which the draft Passenger Service Report (PSR) had been distributed, the lack of communication between MUNI PSR Task Force and the SRQC. She expressed the opinion that the document does not include the customer in the internal PSR process. Mr. Czechowicz asked Ms. Downey for specifics comments and would provide them to Staff. Ms. Downey was not able to provide comments in that her

personal copy of the draft PSR that had been annotated by her was not available. Ms. Downey indicated that the SRQC would not hold its December. She suggested tentatively the third Monday of the month at 3:00pm would be feasible for the regular scheduling of the SRQC meeting in the coming year.

12. Engineering and Maintenance Committee (EMC) (Agenda Item 12 - Discussion/Action). Ms. Crowder stated that the EMC did meet in November and received an update on the reliability results from Michael Chinn regarding the Alternative Fuels Pilot Program (AFPP) and an update concerning the Third Street Light Rail Project construction contract status was given. She announced that Michael Burns (Executive Director, Municipal Transportation Agency) would be presenting another presentation on December 16th regarding procurement proposal for alternative vehicles. Having attended a Board of Supervisors Transportation and Commerce meeting in which an item regarding the use of ultra low emission diesel vehicles was pulled and having not received notification, Ms. Crowder indicated that Mr. Burns assured her that the Council Secretary would have any information on items being pulled or put on the agenda. Ms. Crowder indicated that the EMC would not meet on December 19th. She requested copies of any materials or copies of the procurement proposal presentation to be given by Mr. Burns to the Transportation Authority (TA) on December 16th concerning AFPP. Mr. Pilpel requested a copy of the final version of the TA resolution.

13. Finance and Administration (FAC) (Agenda Item 13 - Discussion/Action). Mr. Pilpel reported that the FAC met on December 4th and discussed various budget items were discussed. He requested that copies of the November 18th memo on the Fiscal Year 2004 Budget be distributed to Council Members. Mr. Pilpel announced that there will be a FAC meeting on December 10th and copies of the agenda have been distributed.

14. Safety, Training and Accessibility (STAC) (Agenda Item 14 - Discussion/Action). Mr. Oka stated that the STAC last meeting was held on October 10th. Mr. Pilpel requested that Mr. Czechowicz follow up on recommendations made to DPT concerning sidewalk parking enforcement.

The Chair called for public comment regarding the Committee reports. None was provided.

15. Review of CAC Information Requests and Recommendations (Agenda Item 15 - Discussion/Action). Mr. Pilpel commented that responses to information request are being received in a much more timely manner. He indicated that a positive response was received regarding the Hillway stop recommendation. Mr. Pilpel commented on the necessity for an annual report for last year in which Mr. Murphy and Mr. Stables are preparing. He announced that MUNI will celebrate on December 28th its 90th anniversary and requested that the Council be notified of any celebratory events.

16. Council Members' Questions and Comments (Agenda Item 16 - Discussion/Action). No additional questions and comments were given.

17. MTA CAC Agenda Planning (Agenda Item 16 - Discussion/Action). Mr. Pilpel indicated that there was concern regarding the Council's regular meeting tentatively

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scheduled for January 2, 2003 and a consensus taken of members present indicated scheduling the meeting as tentatively planned.

18. **Adjournment** (Agenda Item 18). Meeting adjourned at 7:46pm.

Attachments:

Agenda Item 7 - Department of Parking and Traffic (DPT) SFgo (Integrated Transportation Management System PowerPoint Presentation

Agenda Item 9 - Staff-CAC Task Force Report Discussion Draft 2 of December 5, 2002

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
JANUARY 1950

TO THE HONORABLE CHAIRMAN OF THE BOARD OF TRUSTEES
OF THE UNIVERSITY OF CHICAGO

Very respectfully,
I enclose for you a copy of the report of the
Committee on the Proposed New Building for the
Department of Chemistry, which was organized
in 1947 to study the problem of providing
adequate space for the department. The report
contains a detailed description of the proposed
building, and a statement of the reasons why
it is believed that this building is the best
solution of the problem.

I am sure that you will find the report
of great interest, and I am sure that you
will be able to make a wise decision on the
matter.

Very respectfully,
[Signature]

Enclosed for you are also two copies of the
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